

Curriculum Vitae

Matej Ogrizek

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Age	30 years
Education	Vocational College of Business and Commerce Celje 2011 – High education diploma Faculty of Education Maribor 2001-2003 – 1. and 2. year of program Translation and Interpreting – English language Celje Center High School 2000 – Matura exam
Foreign languages	English language – active German language – passive Serbian language – active Croatian language – active
General knowledge	<i>Bullet Proof Manager</i> employee management course according to the licence of Crestcom International, Ltd. ISO 9001, 14001 and 18001 standards
Specific knowledge	Information Technology: <ul style="list-style-type: none">✓ OS MS Windows✓ MS Office✓ Basic website design✓ IT support✓ Optimisation of IT operation✓ Project management Logistics: <ul style="list-style-type: none">✓ Professional training for national and international road transport of goods✓ Organisation of work✓ Schedule and route organisation✓ Preparation of import and export documents✓ Customs procedures✓ Keeping of records Sales: <ul style="list-style-type: none">✓ Communication with clients✓ Preparation of sales' documents

	<ul style="list-style-type: none">✓ Execution of orders✓ Handling of client
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