

Curriculum Vitae

Tomáš Novák
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Czech Republic

Marital status: married
Age: 40

Education

University of Economics Prague – 1998 – 2001
Business Academy – 1994 - 1998

Experience

Canon CZ, s.r.o.

Accountant – 03/2005 – present

- booking of petty cash
- booking of invoices
- communication with the bank
- communication with domestic and foreign customers
- Oracle implementation
- reporting in Excel

Accenture Services, s.r.o.

Accountant – 01/2002 – 02/2005

- accounting for foreign client
- communication with the HQ in UK

Translation experience (since 2007)

- general financial documents
- marketing and management materials
- travel and user guides (PC, software, machines)
- manuals – cars, vehicles, machines, home equipment
- computer games
- personal docs
- automotive – display localisation, agriculture machinery
- subtitling experience related to computer games, travel guides, company presentations, safety trainings etc.

Language

English – upper intermediate, daily use at work – phone, e-mail
German - intermediate
Slovak

PC skills

MS Office – advanced user
SAP, Oracle
SDL Trados 2019/2021 – own licence
Memoq
MemSource
Across
SmartCat