

# Karolina Andrzejewska



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date of birth: August 14, 1985

## Education

October 2006 - June 2009 | **The Higher School of Marketing and Management in Leszno**

- Bachelor's degree in Administration Management

October 2009 - July 2011 | **Philological School of Higher Education in Wrocław**

- Master's degree in English Studies

October 2011 - June 2012 | **University of Wrocław Institute of English Studies**

- Postgraduate Study of Translation

## Experience

12.09.2014 - 21.02.2015 | **Payroll Specialist**

DRD Business Center Sp. z o.o. | 60-104 Poznań, ul. Głogowska 277

Drawing up personnel contracts, certificates, annexes, conducting personal files, civil-law agreements, keeping records of personnel's working hours and absences, preparing payrolls, declarations for Social Insurance and Tax Office.

10.06.2013 - 21.05.2014 | **Accountant and Payroll Specialist**

BDG Ireneusz Rzeźnik - Tax Adviser and Financial Guide | 63-800 Gostyń, ul. Helsztyńskiego 3

Drawing up personnel contracts, certificates, annexes, conducting personal files, keeping the records of personnel's working hours and absences, preparing payrolls, declarations for Social Insurance and Tax Office, keeping the account records and bank statements.

17.09.2012 - 04.05.2013 | **Human Resource and Payroll Specialist**

TAX CARE S.A. ul. Domaniewska 39a, 02-672 Warszawa, dep. Poznań

Drawing up personnel contracts, certificates, annexes, conducting personal files, civil-law agreements, keeping the records of personnel's working hours and absences, preparing payrolls, declarations for Social Insurance and Tax Office.

**01.10.2006 – 30.06.2012 | Accountant and Payroll Specialist**

BDG Ireneusz Rzeźnik – Tax Adviser and Financial Guide | 63-800 Gostyń,  
ul. Helsztyńskiego 3

Freelance agreement: office administration, supervision on document's circulation, drawing up personnel contracts, keeping the records of personnel's working hours and absences, preparing payrolls, declarations for Social Insurance and Tax Office, keeping the account records and bank statements.

**13.08.2010 – 16.09.2011 | English language teacher**

„Perfekt” Language Courses Anna Łukaszewska, 63-900 Rawicz, ul. Wały  
Powstańców Wlkp. 1B

**01.10.2011 – 30.06.2012 | English language teacher**

Development Center „Intelekt” Agnieszka Puszkarów, 63-900 Rawicz, ul.  
Ogrodnicza 48

Conducting individual and group courses with children and adults.

### **Course and trainings**

**04.2013 | Human Resource and Payroll Specialist**


Polish Accountants' Association in Poznań

### **Skills**

- Knowledge of Microsoft Office, Internet,
- Knowledge of financial programs Varico KPiR, Ferrodo, Płatnik, CDN Optima, Symfonia Kadry Place,
- Use of office devices – fax, copier, scanner,
- Driver's license - B category,
- English language at advanced level,
- Translation skills.

### **Interests**

Reading, listening to music, translation, swimming, cycling, roller-skating.

 I hereby give consent for my personal data included in my offer to be processed for the purposes of recruitment, in accordance with the Personal Data Protection Act dated 29.08.1997 (Dz. U. 2002 Nr 101 poz. 926).