



Ákos Buza

Date of birth: 06/08/1996 | **Nationality:** Hungarian | **Gender:** Male | (+36) 307008069 |

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● WORK EXPERIENCE

13/07/2017 – CURRENT – Hungary

TRANSLATOR – SELF-EMPLOYED

- translation in English, Hungarian and Norwegian
- business, technical, marketing translation
- translation with CAT tools

03/05/2021 – CURRENT – Budapest, Hungary

OFFICE MANAGER – AVAL KFT.

- office administration
- managing day to day activities in the office
- keeping in touch with clients and coworkers
- acquisition of products
- following up on ongoing cases
- keeping records (MS Office)
- warehouse inventory management
- administration and management of accounts payable
- invoicing
- coordination and compilation of documents for accounting
- processing orders
- placing orders
- communication on the phone and through email

09/09/2019 – 22/07/2020 – Budapest, Hungary

NORWEGIAN SPEAKING CUSTOMER SERVICE REPRESENTATIVE – AVIS-BUDGET GROUP

- following up on ongoing cases
- handling complaints
- using SAP systems
- administration
- communication on the phone and through email

01/12/2018 – 01/05/2019 – Budapest, Hungary

UNIVERSITY RESEARCH ASSISTANT – INSTITUTION OF PHONETICS, ELTE BTK

- electronic administration
- keeping in touch with researchers and research subjects
- managing timetables
- editing web page

● EDUCATION AND TRAINING

01/09/2011 – 01/07/2016

HIGH SCHOOL DIPLOMA – Dual Language School Balatonalmádi

03/09/2020 – 01/07/2021

TRANSLATOR IN BUSINESS AND SOCIAL SCIENCES – Kodolányi János University

01/07/2016 – 01/07/2020

EXPERT IN HUNGARIAN – ELTE

● LANGUAGE SKILLS

Mother tongue(s): HUNGARIAN

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
NORWEGIAN	C1	C1	C1	C1	C1
GERMAN	B1	B1	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access) | Knowledge of SAP systems | Expert in CAT tools | Outlook

● COMMUNICATION AND INTERPERSONAL SKILLS

Soft skills

- precision
- good problem solving skills
- excellent written and verbal communication skills
- empathetic