

# Tímea Sulyok



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## Skills

- fluent English, French;  
German in progress
- business correspondence
- good communication skills
- customer oriented attitude
- detail-oriented
- eager to learn
- endurance and proactive mindset

## Work experience

December 2021 – currently

**Celanese Hungary Kft.** – Senior Associate Procurement Operations

- Taking part in a new integration process
- Maintenance of vendor master-related tasks
- Maintenance of outline agreements and vendor purchase orders, requests
- Keeping contact with external and internal partners
- Invoice issue resolution

January 2020 – November 2021

**Celanese Hungary Kft.** – Senior Associate Dispute Specialist

- Invoice issue investigation and resolution
- Monitoring customer accounts and helping with the account reconciliations in cooperation with the Collection department
- Handling price correction requests
- Cooperation with internal stakeholders (Customer Service, Sales, Commercial Operations, Cash Application, Collection, Credit)

April 2017 - December 2019

**Celanese Hungary Kft.** – French speaking Specialist  
Customer Account Representative

- Keeping contact with French- and English-speaking customers
- Handling and monitoring export orders of the African region
- Cooperation with internal stakeholders, supporting the Sales Department
- Super User role

October 2015 - February 2017  
February 2014 - November 2014

**Avis Budget Group BSC Kft.** – French and English  
speaking Operations Support Specialist

- Taking part in the process knowledge transfer
- Monitoring overdue car rentals and follow-up of the related documentation
- Problem-solving and answering to adhoc requires regarding the car rental contracts
- Keeping contact with France-based, foreign customers and the French rental stations.
- Updating the company process documentation
- Taking part in process trainings provided for company new joiners

November 2014 - October 2015

**Scitec Hungary Kft.** – French speaking Commercial  
Assistant

- Keeping contact with French-speaking customers and internal departments
- Managing cold calls to find new potential customers in France and also in the Benelux area.
- Preparation of the Sales activity by creating tour maps for the Sales department and sending sample packages to potential customers
- Order management and monitoring

## **Education and training**

2010 - 2014	<b>Budapest Business School</b> - College of International Management & Business Program of International Business Economics Specialization: International Business Enterprises (in English)
2007 - 2009	<b>Budapest Business School</b> - College of International Management & Business Economic correspondence in foreign language (OKJ)
2002 - 2007	<b>Kölcsey Ferenc Bilingual Secondary School</b> (French bilingual class)

## **Languages knowledge**

- French: fluent
- English: fluent
- German: level B2 (ongoing studies)

## **Computer skills and competences**

- Microsoft Office (Outlook, Word, Excel, PPT, Visio)
- SAP
- Graphic design tools (Photoshop, Illustrator, InDesign)

## **Other competences**

- Driving licence „B”

## **Hobbies**

- Languages
- Sport
- Yoga
- Books
- Creative activities

Budapest, 3<sup>rd</sup> of January 2022

Sulyok Tímea