**CV – Jan Novák**

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**Personal information**

* **Gender:** Male
* **Name and Surname:** Jan Novák
* **Date of birth:** 23. 2. 1987
* **Marital status:** Single
* **Nationality:** Czech Republic

**Address and contact**

* **Address:** Pražská no. 65

456 09, Slavkov u Brna

* **Telephone number:** (+420) 777 876 765
* **E-mail:** info@muj-zivotopis.cz
* **Web site:** [www.muj-zivotopis.cz](http://www.muj-zivotopis.cz/)

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**Education**

* **2003 - 2007 - High school**

course: Information technology

* **2007 - 2012 - Charles University in Prague**

course: Computer science

**Languages**

* **English language – reading, writing, speaking**

Level: Intermediate

* **German language – reading, writing, speaking**

Level: Intermediate

* **French language – reading, writing,**

Level: Beginner

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**Work experience**

* **1/2008 – 12/2009 - Obchodní společnost – Position: Sales Representative**

Responsibilities: *searching for new business opportunities, care of the existing portfolio of clients, creating menus and presentations, regular reporting and administration, monitoring of market and competition*

* **1/2010 – 12/2011 - Business Technical Society – Position: Business Technical Seller**

Responsibilities *Sales of assigned products, communication with customers;, preparing contracts and other documentation and technical support for customers*

* **1/2011 - Trading Company – Position: Buyer Security Technology**

Responsibilities: *Purchase of materials for procurement, collaboration with suppliers, develop delivery conditions, evaluation of specific suppliers, warehouse inventory management, complaint handling and ensuring of security of supplies to contracts made ​​abroad*

**Driving licenses: A, B**

**Skill and Interests**

Computer skills, Microsoft Office, Open Office, Windows OS and PC Graphics Design

**Interests**

Sport, Traveling and Films