



Pavla Sojková

Hasselt

Belgium

Tel: +420 776285644

Email: paja.miku@seznam.cz

Work history

January 2022-now

PwC Czech Republic Prague

Senior Associate

Running regular financial reporting, preparation for invoicing followed by issuing invoices, onboarding contractors, helping with completing contracts, team support, events planning
Project support- regular reporting to client, invoicing, keeping track of financials and progress of the project.

March 2019- October 2021

Coca-Cola HBC Czech and Slovakia- Prague

Event Manager/ PA&C and Legal Support

Organization of internal events for employees (600 people) and external events for journalists and stakeholders from the beginning- choosing venue, theme, catering, decorations, activities, gifts, supervising budget, to being on the spot supervising and helping with preparation, dealing with upcoming problems and finalizing invoicing after the event and contracts.

Administrative support of PA&C and Legal team. Financial support- SAP orders, invoicing, regular checking of budget. Preparation and ordering samplings of beverages for organizations. Helping with internal communication.

September 2017- February 2019

PwC Czech Republic- Prague

Senior Associate- Operation Support

Running regular financial reporting, preparation for invoicing followed by issuing invoices, onboarding contractors, helping with completing contracts, team support, events planning, meeting minutes

July 2016- August 2017

Ernst & Young, s.r.o.- Prague

Associate- Project support

Support of project manager while leading the project across Europe, preparation and formatting of presentations and other materials, checking status of the project, planning of meeting,

meeting minutes

July 2014- June 2016

Ernst & Young, s.r.o.- Prague

Assistant/ secretary

Administrative support of Executive Directors, Manager and Advisory team. Planning business trips- flight tickets, hotels, expenses. Planning of meetings and managing calendars, ad hoc tasks. Preparation and formatting of contracts, proposal and materials for meetings. Invoicing, doing reports in Excel and PowerPoint.

February 2012- June 2014

KPMG Czech Republic- Prague

Assistant/secretary

Administration, support of tax and legal managers, arranging business trips and trainings, risk management

March 2011- January 2012

Maersk Czech Republic- Prague

Receptionist/assistant

Administration, sorting out post, taking care of flights and hotels for visitors, answering phone calls. When needed covering for office manager.

June 2008- January 2011

Au-pair London

Taking care of little children, had responsibility for their well-being as well entertaining, organizing their free time, educating and motivating them. As well as housekeeping of the whole house.

Education

2008- 2009

The Hampstead Garden Suburb Institute, London

ESOL, Trinity Level 2

2008- 2009

The Hampstead Garden Suburb Institute, London

Customer Service Certification

2005- 2006

Language school, Olomouc, Czech Republic

First Certificate in English (FCE)

2006 - 2008

Palacky University, Olomouc, Czech Republic

Bachelor's Degree, College of Education, English philology and Social Science. Not fully completed.

2000-2004

High School Hejcin, Olomouc, Czech Republic

'A' Level/Higher or Equivalent, General Studies

Skills

Good knowledge of Microsoft office- Word, Excel and Power

Point, Outlook, SAP

I'm reliable, organized, flexible. I'm resistant to working under stress. I enjoy learning new things.

Driving licence B

active driver

Languages

English- fluent, Czech- native

Personal details

Interests

reading, travelling and discovering new places, cycling