

JUDIT BALOGH

12 Dinerman Court, 38-42 Boundary Road, London NW8 0HQ
07706236221
judit.balogh11@gmail.com

EDUCATION

- 2001 - 2006** **Corvinus University of Budapest - Budapest, Hungary**
Master of Arts in International Relations
Major: Diplomacy, Minor: European Union professional translator in English
- 2005 - 2006** **Tartu University - Tartu, Estonia**
(Erasmus scholarship – studies in English)
-

BUSINESS EXPERIENCE

- 2009 - 2013** **EXXONMOBIL, Budapest, Hungary**
The largest integrated US Oil & Gas Company
Senior Contracts Assistant
- Effectively handled the contract portfolio and transactions for about 500 suppliers and customers in France with an annual value of €20m that included generating timely payments and collecting receivables
 - Provided prompt and comprehensive administrative support to 6 Sales managers in all aspects of work
 - Engaged in extensive communication and cooperation with various cross-functional teams to streamline and improve processes that resulted in significantly less manual workload for the team
 - Reported accruals with a monthly value of €10m to the French retail business line through the timely production of monthly reports
 - Provided on-the-job training to new employees and ensured that they fully adapt to company policies and procedures. Constantly coached 6 team members to achieve better performance and enable them to eventually develop to their best potential
- 2008 - 2009** **Inventory Accounting Analyst**
- Reconciled fuel stock imbalances for about 400 service stations in France in a timely manner
 - Continuously monitored and investigated fuel stock discrepancies withing agreed SLAs to prevent fuel theft and other losses
 - Developed and maintained productive work relationships with all stakeholders, e.g.: 4 Fleet managers and Wetstock analyst teams around the globe
- 2006 - 2007** **Delivery Support Assistant**
- Resolved 50+ daily conflicting fuel delivery issues over the phone by providing excellent operational support to Exxonmobil clients in Ireland, UK and Spain
 - Successfully utilized dispatch optimization principles within a rapidly changing, high-pressure, customer facing environment to meet delivery deadlines
-

ADDITIONAL INFORMATION

- Active member of various company voluntary groups
- Avid theatre and ballet goer, especially fond of classic plays

LANGUAGES Fluent English, Native Hungarian, Conversational French, Conversational Spanish

IT SKILLS MS Office applications, SAP

NATIONALITY Hungarian, UK work permit