



Luka Hrastnik

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WORK EXPERIENCE

10/11/2023 – 07/11/2024 MARIBOR, Slovenia

ARHIVSKO DELO POŠTA SLOVENIJE D.O.O. / POSITA, INFORMACIJSKE REŠITVE D.O.O.

- Validacija položnic.
- Digitaliziranje ter urejanje arhivske dokumentacije.
- Uporaba programov OUTLOOK, EXCEL, WORD, KOFAX, Scan SELECT.
- Obdelava vhodne pošte.

01/06/2022 – 01/10/2023 MARIBOR, Slovenia

ELEKTRO INŠTALACIJE EMN D.O.O

01/07/2022 – 01/08/2022 Slovenska Bistrica, Slovenia

DELO V PROIZVODNJI PP CEVARNA IMPOL

Dvozmesto delo 6:00 - 14:00, 14:00 - 22:00
Pomoč v proizvodnji.

26/07/2021 – 27/08/2021 Slovenska Bistrica, Slovenia

POMOČNIK ORODJARJEV IMPOL PCP D.O.O

6:00 - 14:00
Pomoč pri raznih delih orodjarjev v PCP D.O.O.

LANGUAGE SKILLS

Mother tongue(s): **SLOVENIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B1	B1	C2	B1

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

DIGITAL SKILLS

Figma and Adobe Illustrator | Photoshop and editing skills | Microsoft: Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Microsoft MovieMaker | Kofax PDF | Html, Java, CSS | Node.js (Beginner) | Electron.js | Teamwork and communication | IP & DNS | Web Services (IIS Apache NGINX) | Hardworking and Effective | Visual Studio/ Visual Studio Code | Unity(Basics) | Sql (basics) | Oracle Virtualbox | CapCut Video Editor | Git (Github / Gitlab) | Python (basics) | WordPress and Wix | Knowledge of IIS | Working knowledge of SEO optimization | make.com | ChatGPT | Claude | Browse AI

DRIVING LICENCE

Driving Licence: AM

Driving Licence: A1

Driving Licence: B