

## Holder of the document

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1 Surname(s) Neumann	2 Given name(s) Marcel	3 Address (street, number, postcode, town/city, state/country) Mustergasse 17 998765 Musterhausen
5 Date of birth dd.mm.yyyy 24.01.1995	6 Nationality(/ies) DE	

## Issuing Organisation

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8 Name of the issuing organisation Staatliche Handelsschule Schlankreye	9 Europass Mobility Number DE-03-2012-123-36-12	10 Issuing date dd.mm.yyyy 31.01.2017
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## Sending Partner

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11 Name, Type and Address  
Staatliche Handelsschule Schlankreye  
Schlankreye 1  
20144 Hamburg

12 Stamp and/or signature

13 Surname(s) and first name(s) of reference person/mentor  
Binda, Gunnar

15 Telephone  
040/123456

16 E-mail  
polk@bibb.de



## Host Partner

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17 Name, type (faculty, specialisation as appropriate) and address

Unilever  
London, UK (UK)

18 Stamp and/or signature

19 Surname(s) and given name(s) of reference person / mentor (ECTS subject co-ordinator, as appropriate)

John Mentor

21 Telephone

12345 - 56789

22 E-mail

mentor@ecvet.uk

## Description of the Europass Mobility experience

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23 Purpose of the Mobility initiative

Carry out an in-company internship

Target degree

Certificate of participation in an internship as part of the training programm as "Industrial Clerk"

24 Initiative during which the Europass Mobility is completed, if applicable

Programm for lifelong Learning - Leonardo da Vinci

26 Community or mobility programm involved, if any

E) Programm für lebenslanges Lernen - Leonardo da Vinci

Real time of stay abroad

27 From dd.mm.yyyy

01.11.2012

28 To dd.mm.yyyy

30.11.2012



## Skills and competences acquired

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### 29a Activities or tasks performed

Carrying out tasks as an Industrial Clerk at Marketing and Sales Department at Unilever UK

- Analyzing the organizational structure and corporate culture
- Preparing a supplier selection and an order release for clients
- Carrying out a purchase process for given products
- Developing concise information materials for marketing purposes
- Preparing time Schedules for order releases
- Checking product samples and preparing feedback to suppliers

### 30a Professional skills and competencies acquired

He is able to

- describe the organization of the host company compared to the home company
- describe internal and external sources for supplier selection
- describe the legal meaning of bids and enquiries, consider relevant elements of bids for economic appraisals and request bids using telephone and outlook
- prepare tables for efficient comparison of bids using Word and Excel and compare bids based on quantitative calculations
- describe the purchase process including SAP requirements and prepare and carry out orders for given products using SAP
- check product samples according to given criteria
- prepare information materials for responsible departments and develop concise materials and presentations for given products and target groups
- request suggestions and information for possible promotion items
- describe relevant criteria for product quality
- describe requirements of marketing presentations
- select suppliers for given products using internal and external sources
- take initiative and adapt to the needs and wishes of other persons

### 31a Language skills acquired (if not already covered under "professional skills and competencies")

He is able to

- communicate fluently in English language with managers, clients and colleagues taking into account intercultural characteristics

### 32a ICT skills acquired (if not already covered under "professional skills and competencies")

He is able to

- use Excel for developing time schedules and calculating key data
- calculate dates on Excel sheets
- use SAP for order releases
- develop target group orientated presentations with Powerpoint
- use outlook efficiently for internal and external communication



33a Organisational skills and competencies acquired (if not already covered under "professional skills and competencies")

He is able to

- organize his work effectively and efficiently
- present the results of given tasks in time

34a Social skills and competencies acquired (if not already covered under "professional skills and competencies")

He is able to

- adapt to a team
- communicate spontaneously and participate in discussions and contribute on team work with own ideas
- communicate target orientated taking into account intercultural characteristics

35a Other skills and competencies acquired

He is able to

- use efficient learning techniques to acquire and apply new knowledge and skills
- work independently just on target with high and personal responsibility
- exert a high level of effort to accomplish given tasks

36a Date dd.mm.yyyy

37a Signature of the reference person/mentor

38a Signature of the holder