Nicola Greub

Location	5200 Brugg, AG
Email	greubnicola3@gmail.com
Website	nicolagreub.ch



PROFILE

Service-oriented IT specialist with a Swiss Federal VET Diploma (EFZ) and practical experience in IT support, user support, first- and second-level support, systems administration and networking. Knowledge of Microsoft 365, Active Directory, Group Policy, and the installation and maintenance of end-user devices. Skilled in analysing technical issues systematically and explaining hardware and software matters clearly to users. Additional knowledge of virtualisation with Hyper-V, Linux and Docker.

PROFESSIONAL EXPERIENCE

08/2026 - present

Purchasing Administrator

Allpower AG training company, Lenzburg

- Maintaining and updating supplier product records in BusPro
- Entering and checking purchase orders in BusPro
- Checking invoices and preparing payments
- Preparing and analysing purchasing statistics

09/2025 - 07/2026

Active job search

01/2025 - 08/2025

Freight Handling Office Administrator

Swiss Post Cargo CH AG, Dintikon

- Communicating with customers, customer service and internal departments
- Maintaining and cleansing ERP data to support reliable operational processes
- Preparing and analysing key performance indicators (KPIs) to assess freight handling performance
- Improving administrative processes in the freight handling office

07/2022 - 12/2024

Logistics Operative

Swiss Post Cargo CH AG, Dintikon

- Independently running the operational control desk and managing day-to-day activities
- Allocating and coordinating staff according to operational priorities
- Prioritising and managing logistics processes
- Deputising for the team leader in daily operations

01/2022 - 06/2022

Military service - Signals Intelligence Operator

07/2021 - 01/2022

Logistics Operative

Swiss Post Cargo CH AG, Dintikon

- Stock checks and goods receiving
- Recording and handling damaged shipments

01/2021 - 06/2021

Military service - Signals Intelligence Operator

08/2020 - 12/2020

Job search and temporary assignments

EDUCATION & VOCATIONAL TRAINING

08/2016 - 07/2020

IT Specialist - Swiss Federal VET Diploma (EFZ)

Specialisation: Systems Engineering
MVS Migros Verteilzentrum Suhr AG

- Providing first- and second-level hardware and software support for around 300 users
- Installing and maintaining PCs, printers and software
- Systems administration, networking and virtualisation
- Managing access permissions and contributing to backups, documentation and test systems
- Contributing to the company-wide Microsoft 365 (Office 365) rollout, including the installation and replacement of around 180 PCs

Final project: Building a Docker-based cloud solution on a virtual Linux machine.

IT SKILLS

Advanced: SAP (user level), Microsoft Office, eoscop

Intermediate: PowerShell, networking, Active Directory, Group Policy, Hyper-V

Basic: SQL, HTML/CSS, VBScript, Linux, Docker

CERTIFICATES

SUVA-recognised forklift certificate, categories R1 and R2

LANGUAGES

German: native | English: fluent | French: basic