

Curriculum Vitae

PERSONAL INFORMATION Tim Kluver

October 22nd, 1987 in
Oldenburg, Holstein
Germany



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WORK EXPERIENCE

07.01.2023 – recently Chat Moderator for Cloudworkers AG Altendorf, Switzerland

13.06.2022 – 06.01.2023 Customer Service Agent for 5CA Utrecht, Netherlands

Project: Nuki Home Solutions GmbH, Graz, Austria, www.nuki.io

My activities included technical support and sales consultation via phone, chat and mail (administered with Zendesk) in German and English language

Technical support was focussed on installment and troubleshooting in regards to hardware and software related issues.

08.12. 2014 – 31.5.2022 Liaison Officer in Budapest, Hungary

Secondment to the Hungarian Ministry of Interior / Immigration Office (BAH)

- observation and development of the asylum policy and alien policy in Hungary and the Western Balkan region; activities in counter-terrorism, human and drug trafficking; gathering, monitoring, analysing, and regular reporting, also ad-hoc, of migratory trends
- close cooperation with governmental and non-governmental parties and other deployed LO (police or military attaché)
- logistic and operational support of the leadership of the German Federal Ministry of Interior in Berlin, Germany and Federal Office for Migration and Refugees, headquartered in Nuremberg, Germany

19.08.2013 - 18.11.2013 Project Officer at the German Embassy in Beirut, Lebanon

Federal Foreign Office, Werderscher Markt 1, 10117 Berlin, Germany

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- development and implementation of the German admission program (“5000”) for Syrian refugees in Lebanon
- main contact point for all stakeholders (IOM, UNHCR, Lebanese and German authorities)
- humanitarian work with the selected refugees, f.e. reception at the embassy for the visa, accompany on the charger flights

01.10.2011 - 07.12.2014

Head of Administration, Asylum Officer and Court Officer

Federal Office for Migration and Refugees, Haart 148, 24539 Neumunster, Germany

- *Head of Administration:* organization of the administration in the branch Neumunster:
 - a. the order and use of interpreters and typists
 - b. maintaining of the branch
 - c. management of the reception, post and fax office
 - d. procurement of goods for the branch (from computers to pencils)
 - e. travel and expenses support
 - f. maintenance and care for the company cars
 - g. as HoA supervision of my team including staff evaluation, work schedule, managing calendars
 - h. accounting including transaction supervision - AP (account payables)
 - i. payroll and maintaining employee files and records SAP
- *Asylum Officer:* processing of asylum cases: Dublin-assessment (competence-check), the holding of asylum hearings and decision making, special representative for unaccompanied minors
- *Court Officer:* legal representative at the administrative court of Schleswig, Germany for lawsuits against the Federal Office for Migration and Refugee

First working experience in private companies such as Toys R Us and Joey's Pizza. I had my first own business at 18 years (online sale of mobile phone accessories), successful operations until 2008

EDUCATION AND TRAINING

01.04.2008 - 30.09.2011

Diploma in law and business

Federal University of Applied Administrative Sciences (HS Bund), Berlin, Germany

curricula in principle orientated towards professional activities in the administrative management; strong focus on law and economics

PERSONAL SKILLS

Mother tongue

German

Other languages

English
Hungarian, Spanish

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C1	C1	C1	C1	C1
A1	A1	A1	A1	A1

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Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
INDEPENDENT	INDEPENDENT	INDEPENDENT	INDEPENDENT	INDEPENDENT

Driving license

A, B