

Curriculum Vitae

Name and Surname:

Date of Birth:

Address:

Phone No:

Mob:

E-mail:

Education

- Economic Technician(1995), Vocational Economic School »Petar Petrovic«, Belgrade
- Economist (2000), University of Belgrade, Faculty of Economy, average grade 8,73.

Language Skills

- English (writing – advanced, reading – advanced, communication skills – advanced), passed the exam English as the Second Language, Cambridge University, Advanced Level, grade A (2001.)
- German (writing – advanced, reading – advanced, communication skills – advanced).

Computer Skills

- MS Office, Corel Draw, Power Point

Work Experience

- 2002-2004. M-company d.o.o, Belgrade
Position: Sales Specialist
 - * maintenance and improvement of the relations with the existing customers
 - * expansion of the customer base and conquest of the new segments of the market
 - * execution of the accompanying marketing activities
- 2001-2002. City nekretnine, Belgrade
Position: Sales Agent
 - * execution of the sales process activities

- * suggestion of sales improvement measures
- * reporting the management on sales results

- 2001. Imlek, Belgade
three-month internship in the Sales Department

- * assisting in administrative and commercial activities

Personal Characteristics:

- Hardworking, persistent, with initiative and excellent negotiation skills

Other

- Driver's License (category B), active driver.
- A member of the tennis club »Name of the Club« since 1995.