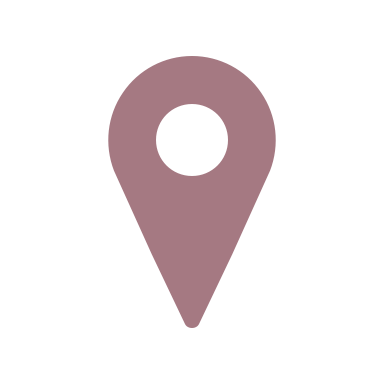


* Languages: English
* Computer skills:
  + Microsoft Office Word,
  + Microsoft Office Excel,
  + Microsoft Power Point,
  + PANTHEON
  + CSB

Driving licencse : B category

* Hobbies: traditional dancing, aerobic, fishing
* Lessons of accounting and statistics 2016. – 2020.



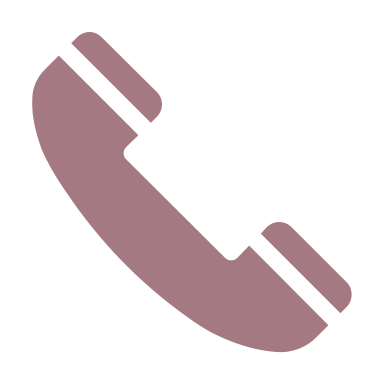
Aleksandra Hadžić

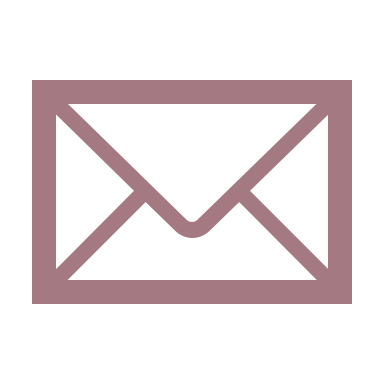
Gaje Šuljmanca 45,

22221 Laćarak

064/33-23-795

k.sandra991@gmail.com



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**MASTER ECONOMIST**

**PROFESSIONAL EXPERIENCE**

**EDUCATION**

From:

01/2019

To:

Today

**„Mitros Fleischwaren doo“ Sremska Mitrovica**

Sales Officer

* Daily comunication with customers, receiving orders and their entry into the system;
* Takeing care about order and delivery manage in cooperation with logistic;
* Communication with the production planner;
* Making invoices, proforma invoices, delivery notes and other documentation related to the sold products;
* Making documentation related to procurement of livestock and fodder;
* Solving complaint, making credit notes, their records and reporting;
* Packaging records;
* Preparing export documents;
* Preparing monthly sales reports (the report of realized turnover by customers and products, calculation of bonuses for certain customers);

**„HealthCare Europe“ Ruma**

Logistics officer – Free Zone Administrator

* Keeping records of entry and exit of goods in the Free Zone;
* Preparing export documents;
* Organization of import and export customs clearance;
* Issuing orders and instructions for reporting customs procedures for certain types of goods in import,;
* Verification of the correctness and completeness of export and import documentation necessary for customs clearance;
* Tracking of incoming and outgoing shipment,
* Preparation of the documentation necessary

for dispatch and acceptance of the shipments.

**B-STOW**

Office Administrator

* Created and maintained employee records, including tracking attendance, managing employee files, and processing employee benefits and insurance.
* Prepared and managed the office budget.

Faculty of Economics Subotica

University of Novi Sad

* 2014. – 2016. Master economist

Study program: finance, banking and insurance

* 2010. – 2014. Bachelor of economics

Study program: accounting and audit

Economic School “9th May”, Sremska Mitrovica

* 2006. – 2010. The financial administrator

**PERSONAL SKILLS**

From:

07/2018

To:

01/2019

**SEMINARS**

**OTHER INFORMATION**



url.linkedin

**SOCIAL MEDIA**

From:

08/2015

To:

08/2016

From:

11/2016

To:

04/2017

From:

09/2018

To:

07/2019

**„HealthCare Europe“ Ruma**

Production planner – subcontractor planner

* In accordance with production capacities, determination the quantity and timing of production work orders submitted to subcontractors;
* Synchronize jobs for the rational use of work, materials, machines and equipment;
* Negotiations with subcontractors on price, production time, quantity and time of delivery;
* Process control at subcontractors;
* The whole organization of sending orders

**Economic School „9th May“ Sremska Mitrovica**

Professor : Basics of economics, Business and official correspondence, Monetary economy,

**JKP „Toplifikacija“ Sremska Mitrovic**

Practice: financial and accounting sector

* Records of customers and suppliers, records of business through the bank account;
* Records of expenses;
* Calculation during the preparation of invoices;
* Material accounting, harmonization of material and financial accounting;
* Records of VAT;
* Preparing of reports for the municipality;
* Preparing of payment orders;
* Participation in the preparation of financial statements;
* Records of received documents