###### CURRICULUM VITAE

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# WORKING EXPERIENCE

**„Internet Group“ d.o.o Belgrade 2019**

Position: **PHP Developer- Internship**

Creating a web application for 'HospitalPlus' which enables its employees to easily access patients records and perform basic data management. Requirements were that system users, admins, assistants, and doctors can create, update and delete information according to their permissions. Additionally the use of PHP and JavaScript, **Laravel** and React JS (was mandatory).

**„Adecco Outsourcing“ > Telenor d.o.o. Belgrade 2014-2018**

Position: **Ship to order administrator**

Completely the same job description as mentioned below for Telenor customers,   
 outsourced to Adecco

**„Telenor Direct“ d.o.o Belgrade 2009-2014**

Position: **Ship to order administrator**

* Making agreements/annexes in enterprise software on the basis of received   
  purchase order
* Monitoring of shipping and receiving feedback on performance delivery to the end user
* Proper keeping, control and archiving of complete process support documentation
* Reporting on a daily, weekly and monthly basis
* Communication on regular basis with related departments in Telenor
* Accurate and prompt treatment of all received orders of Telenor customers, according to contracts, using enterprise software WSA

**„Direct Group” d.o.o Belgrade** **2007-2009**

Position: **Warehouse supervisor**

* Providing services to Telenor company in terms of warehousing
* Creating internal purchase order using SAP
* Distribution of prepaid products (SIM packages and prepaid vouchers) by using material management module of **SAP** program
* Monitor stock levels
* Supervising of receiving and dispatching the goods and ensuring storage and maintaining of inventory in accordance with the law
* Lead a team of warehouse workers

**„Direktna Trgovina“ d.o.o. Belgrade 2004-2006**

Position: **Warehouse clerk**

* In addition to standard job description, worked on preparation   
  of all relevant documents related to warehousing activities by using   
  application Wingsoftwareon daily basis

# EDUCATION

* The First Belgrade Gymnasium, natural sciences **1997- 2001**

# FOREIGN LANGUAGES

**English** - fluent

**COMPUTER LITERACY**

* **PHP Developer –** Laravel, MySQL, React JS
* **Front**-**End Developer –** HTML5 , CSS3, JavaScript, GitHub
* **Microsoft Certificated Professional** –  Installing, Configuring, and Administering Microsoft
* **MS Office**

**OTHER SKILLS AND ABILITIES**

* Mandatory military service completed in traditional manner gave me opportunity to learn how to respect authorities, and on the other hand, how to act as reliable team player, capable of working under pressure
* Communicative, dynamic and loyal
* Hardworking, responsible, cooperative, positive
* Driving license - B category