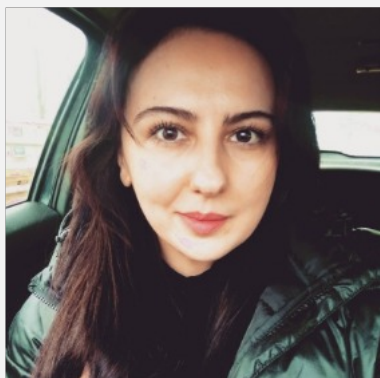


# Avdija Buhić

“Plans are only good intentions unless they immediately degenerate into hard work.” ~ Peter Drucker



## Personal details

### Name

Avdija Buhić

### Email address

avdija.buhic@gmail.com

### Phone number

+387 61 703 526

### Address

Bulevar M. Selimovic  
71000 Sarajevo

### Driver's license

B1, B, BE

### Gender

Female

### LinkedIn

linkedin.com/in/avdija-buhic

## Qualities

- Personal: being honest, having a good sense of humor and dependable
- Personal skills: critical thinking, problem solving, teamwork, leadership, professional attitude, work ethic
- Hard skills: SAP; OWIS; Agile; Basic in Azure; Basic: WordPress, PrestaShop, C C++ C, HTML, CSS, PHP

## Profile

My passions are IT management and agile methods.

I've started AZ900 certification course and I study Project management & Scrum on a daily basis and attended Microsoft Azure Data Fundamentals.

I love challenging my limitations and learning new skills and I am always set to gather the knowledge!

My strengths are my enthusiasm, positive attitude, self-discipline and hard-working nature, love meeting new people and work within the team.

## Employment

### Procurement Associate

Jun 2019 - Present

BOSNALIJEK D.D., Sarajevo, BiH

Maintain inventory stock and records; determine appropriate stock levels; receive and check in supplies. Tracking purchase orders and working with vendors on issues and product quality. Providing technical assistance on procurement processes; maintaining detailed records and reports.

### Executive Administrative Assistant

Dec 2015 - Jun 2019

BOSNALIJEK D.D., Sarajevo, BiH

As an executive assistant I was acting as an advanced administrative professional with top-level executives. My tasks were to organize meetings, organize and maintain files, arrange travel, train staff members, communicate in other languages, and manage the day-to-day operations of the office.

### Administrative and Technological Manager

2013 - 2015

Glanz Investment d.o.o. / Kun Feng Mining d.o.o. Sarajevo,, Sarajevo, BiH

Research in gold mining industry

### Administration department manager

2012 - 2013

EuroLube d.o.o. Sarajevo, Sarajevo

Motor oil import

### Administrative and Technological Manager

2010 - 2011

Bluhend Wood d.o.o. Sarajevo, Sarajevo

Export and production of wood

### External Associate for Translating and Advising

2008 - 2015

Embassy of Malaysia to Bosnia and Herzegovina, Sarajevo

External Associate for tourism; Translator

### Director

2007 - 2008

Respect d.o.o. Visoko, Visoko

Tourism & PR

## Education

### DEVELOPMENT OF BUSINESS INFORMATION SYSTEMS; BUSINESS MANAGEMENT

2014 - Present

School of Economics and Business Sarajevo, University of Sarajevo, Sarajevo, BiH

Field of study:

- Information and Communication Technologies : Information and communication technologies not elsewhere classified Database and network design and administration

### DIPLOMA IN BUSINESS MANAGEMENT AND ADMINISTRATION

2004 - 2006

Institute of Commercial Management (ICM), Ringwood, Hampshire, England

Field of study-

- Business, administration and law: Management and administration

## Skills

Agile Methods Scrum Methodology Agile (Scrum & Kanban) JIRA Scrum Agile Waterfall Methodologies Project Management Azure Boards ●●●●●●●●●●●●●●●●

AZ-900: Microsoft Azure Fundamentals & Microsoft Azure Data Fundamentals ●●●●●●●●●●●●●●●●

Basics computer skills Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google Zoom, Microsoft Teams, Skype, Discord etc. ●●●●●●●●●●●●●●●●

Google Digital Training - Digital Marketing Fundamentals ●●●●●●●●●●●●●●●●

## Languages

Mother tongue(s): BOSNIAN | CROATIAN | SERBIAN ●●●●●●●●●●●●●●●●

ENGLISH ●●●●●●●●●●●●●●●●

GERMAN ●●●●●●●●●●●●●●●●

MALAY ●●●●●●●●●●●●●●●●

RUSSIAN ●●●●●●●●●●●●●●●●

## CONFERENCES AND SEMINARS

- Google Analytics for Beginners ( Google Analytics Academy)
- Google Tag Manager Fundamentals ( Google Analytics Academy)
- AZ-900: Microsoft Azure Fundamentals ( Microsoft)
- Microsoft Azure Data Fundamentals (Microsoft)
- Pohrana i zaštita podataka u funkciji uspješne digitalne transformacije (Udruženje za digitalnu transformaciju)
- Agile Foundations by Doug Rose (LinkedIn webinar)
- Scrum foundations by Mike Cohn (Mountain Goat)
- Introduction to Scrum by Derek Davidson (LinkedIn online webinar)
- Cynet-vaš cyber buddy! 360 stepeni cyber security za vašu organizaciju (Udruženje za digitalnu transformaciju)
- Rise of Super Consumer (Atlantic Grupa)
- Cybersecurity: The forgotten essential of digitalization (BH Futures Foundation)
- Cybre Security Global Summit 2021 form May 13-14/ 2021
- Pharma predictions 2021 with Paul Simms