



**Adis
Hadžić**

DATUM ROĐENJA:
10/05/1999

KONTAKT

Državljanstvo: hrvatsko

Spol: Muško



Scalierova 1
52100 Pula, Hrvatska



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O MENI

21 year old undergraduate IT student from FIPU, looking to expand his knowledge about IT companies.

RADNO ISKUSTVO

15/11/2019 - 15/02/2020 – Vodnjan, Hrvatska

Administrativni asistent/recepcioner

Infobip

Reception:

- processing email bookings;
- checking-in guests and assigning them accommodation units at the Campus (e-visitor);
- checking-out guests from their accommodation units;
- observing the surveillance system;
- providing employees with company vehicles and keeping track of all vehicles using Excel tables

Other:

- authorizing employees and their meals at the company restaurant/Mensa
- ordering groceries for the next day via email;
- assembling a menu at the end of each week

01/06/2018 - 01/09/2018 – Pula, Hrvatska

Servir/pomoćni konobar

Pizzeria Tivoli

Job mainly consisted of setting tables, serving food and drinks, washing and polishing silverware, etc. Making sure the guests are provided consistently with courteous, prompt and efficient service.

01/06/2017 - 01/09/2017 – Pula, Hrvatska

Servir/pomoćni konobar

Pizzeria Tivoli

Job mainly consisted of setting tables, serving food and drinks, washing and polishing silverware, etc. Making sure the guests are provided consistently with courteous, prompt and efficient service.

OBRAZOVANJE I OSPOSOBLJAVANJE

01/10/2018 - TRENUTAČNO – Pula, Hrvatska

Student 3.godine

Fakultet Informatike u Puli

fipu.unipu.hr

JEZIČNE VJEŠTINE

MATERINSKI JEZIK/JEZICI: Hrvatski

Engleski

Slušanje
C2

Čitanje
C2

Govorna
produkcija
C2

Govorna
interakcija
C2

Pisanje
C2

bosanski

Slušanje
C2

Čitanje
C2

Govorna
produkcija
C2

Govorna
interakcija
C2

Pisanje
C2

DIGITALNE VJEŠTINE

HTML | CSS | JavaScript | MS Office (Word Excel PowerPoint) | C++ | SQL (Basic) | WordPress | Git-Github

VOZAČKA DOZVOLA

Vozačka dozvola: **AM** / Vozačka dozvola: **B**

VJEŠTINE UPRAVLJANJA I RUKOVOĐENJA

Organizational and management skills

- financial management (making the most out of given resources)
- time management (doing the most essential first)
- persistence (always finding new solutions, ideas to finish what's started)
- reliability

KOMUNIKACIJSKE I MEĐULJUDSKE VJEŠTINE

Communication skills

- approachable and helpful
- active listener (understanding what people have to say and trying to get to the core of the problem)

HOBIJI I INTERESI

Hobbies and interests

- basketball
- fitness and calisthenics