

# Arman Alatović

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## SOFT SKILLS

- High level of proficiency in written and spoken English language
- Excellent communication skills
- Experienced in organizing and planning in office environment
- Self-motivated in learning and improving myself
- Ambitious, responsible, hardworking, serious, precise, accurate
- Ability to constructively handle pressure and excellent problem-solving skills

## IT SKILLS

- Advanced knowledge of information technologies
- Advanced knowledge of HTML, CSS
- Basic knowledge of JS, React.JS
- Basic knowledge of using API-s
- Basic knowledge of OOP
- Using GitHub for code versions control
- Basic knowledge of SQL

## EXPERIENCE

### **Wiener Insurance VIG, Sarajevo** - *Associate for Strategic Clients, Fronting and External Partners*

November 2020, ongoing

- Sales and operation support for Strategic Clients, focus on MTPL and Casco insurance

### **Hyla International, Sarajevo** - *Consultant*

May 2019 – March 2020

- Direct sales

### **Grohs H&G - Green Tours, Sarajevo** - *Sales and operations manager*

February 2019 - December 2019

- Sales of travel packages and organization of tours and transfers

### **Valley of Tourism, Sarajevo** - *Operations manager*

February 2017 - January 2019

- Organization of tours and transfers

**Pro-Optimus Tours and Time Travel, Sarajevo** - *Tour guide*

May 2014 - January 2017

- Certified English language tour guide for tours in Bosnia and Herzegovina

**Akont, Sarajevo** - *Accounting officer*

February 2012 - April 2014

- Administrative work in bookkeeping

**Centar za naknadu šteta, Sarajevo** - *Insurance sales agent*

January 2009 - January 2012

- Administrative work, selling different types of insurance

**Tri-Pro, Sarajevo** - *Insurance sales agent*

January 2008 - January 2009

- Selling different types of insurance

**Taurus, Sarajevo** - *Vehicle registration clerk*

January 2006 - January 2008

- Administrative work

## EDUCATION

**Faculty of Mechanical Engineering, University of Sarajevo**

(Ungraduated)

October 2006 - July 2011

**Mixed Secondary School of Electrical Engineering in Sarajevo**

Computer and informatics technician

October 2002 - July 2006

## ADDITIONAL SKILLS

- Driving licence ( B category)
- Bass guitar player

## LINKS EXERCISES/PROJECTS

- <https://github.com/buggy1887/>