

# Maja Bešević

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## Work experience

### Lecturer and a coordinator of the project

Yihai education group

November 2018 - i am still employed here

- Real estate
- Education / Training
- Part time
- - Coordinator and lecturer of the Chinese language in the project "Promoting the Chinese language" in cooperation with the Embassy of the People's Republic of China and Yihai Education Group company

### Export manager

Matis doo

December 2015 - i am still employed here

- Other
- Customer care and support
- Full time
- Preparing the import export documents  
Preparing the packing lists  
Communication with freight forwarders in the country and abroad  
Preparation of calculations for book keeping and making changes to Pantheon information system  
Managing import export controls  
Sales documentation management - archive, file, receive and send etc  
Cooperation with other departments in the company and interdependent companies abroad  
Plan,organise, and transport process control, storage control, invoicing control  
Insight of custom laws including international agreements  
Selection and training of the logistics team  
Analysis of the monthly, quarterly and annual sales plan  
Communication with customers, periodic visits to them, informing them about all current and upcoming events  
Promotion of online business and connecting with existing customers/clients as well as potential new customers/clients (e-commerce)  
Keeping record of customers/clients, their files, invoices...etc.

### Executive assistant

Atair Gmbh Proleter a.d

November 2013 - November 2015

- Textile production
- Administrative

- Part time
- Customer's and client's main link
- E-commerce
- Project planning
- Assignment of duties
- Coordination of task execution
- Control of work results and project execution
- Correction of irregularities during project execution
- Budget planning
- Keeping record of customers, their files, invoices etc.
- Analysis of daily, monthly, quarterly and annual sales plan
- CEO's deputy in his/her absence

## Interpreter

China Road and Bridge Corporation CRBC

April 2013 - August 2013

- Construction / Architecture
- Translation
- Part time
- Translation - communication between Chinese and Serbian engineers working on the project of building a bridge Zemun - Borca
- Writing formal reports, letters, keeping meeting minutes
- Assisting Chinese workers to go through all the medical tests in Serbian hospitals

## English Teacher

Learn First School Beijing

November 2012 - February 2013

- Education
- Education / Training
- Part time
- Teaching English to Chinese children age 3 - 18, and adults age 18 - 88

## Education

### High school

to 2008.

- math - science

### Faculty of philology

bachelor of Chinese language and literature

from 2008 to 2012.

- Chinese language and literature
- Studies completed with an average grade 8,64/10,00

### BLCU Beijing language and culture university

to 2013.

- Intensive Chinese language studies
- Specialization - one semester scholarship for the College of Intensive Chinese language Studies at BLCU Beijing language and culture university
- Graduated with an average grade 90,6/100,00

## Computer skills and technologies

- microsoft office - Advanced
- G Suite - Advanced
- Slack - Advanced
- Pantheon - Advanced
- Hubstaff - Advanced
- Customer Relationship Management (CRM) - Intermediate
- SDL TRADOS - Intermediate
- OMEGA T - Intermediate
- CAT Tools - Advanced
- Zoom - Advanced
- DingTalk - Advanced

## Languages

- Engleski - Advanced
- Kineski - Advanced
- srpski - Native
- Španski - Advanced

## Courses

- Specialization - one semester scholarship for the College of Intensive Chinese language Studies at BLCU Beijing language and culture university
- HSK 4
- TEFL

## Skills

- Negotiation
- Proactive
- Translation
- Team work
- Analytical
- Reasoning
- Communication
- Organizational
- Time management
- Leader

## Hobbies and interests

- Painting
- Swimming
- Dancing

## Personal characteristics

- Honest
- Hardworking
- responsible
- Energetic
- Persistent
- Team player
- Communicative
- Positive
- Proactive
- Not afraid of challenge
- Eager to learn

## Driver licence

- B

## Additional remarks

- Swimming, long walks, dancing.