**Borika Djokic CURRICULUM VITAE**

Borika Djokic

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 **Contact phone:** + 381 65 31 10 433

 + 381 11 71 84 195



**Personal details:**

**Name:** Borika Djokic

**Date of birth:** 05/11/1992

**Place of birth:** Belgrade, Serbia

**Marital status:** Single

**Address:** 237, Jurija Gagarina, Belgrade, Serbia

**Home phone:** +381 11 71 84 195

**Mobile phone:** +381 65 31 10 433

**Driving license:** B category, clear driving record

**Nationality:** Serbian

**Career objective:**

 To find a challenging position which would provide an opportunity for further personal and professional

 development.

**Personal profile:**

* Highly motivated professional with strong work ethics.
* Dynamic, flexible, enthusiastic and goal oriented.
* Good listener with ability to motivate others.
* Efficient in process management.
* Capable of setting priorities and delegating responsibilities.
* Fast learner, able to assess situations and quickly find solutions with respect to quality standards of the company.
* Able to work both independently and as a team member.
* Able to work under pressure and meet tight deadlines without exceeding budget limitations.

**Work experience:**

**Position**: **Bar waiter**

**Company:** Zuzus, Belgrade

**Period:** Avgust 2011

I started working as a bar waiter. My job was greet and speak with guests, take drink orders and charging. My duties, also, were to made drinks and cocktails.

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**Education & other skills:**

**2007 – 2011: Gimnazija High School, Belgrde**

**2011 – present: Megatrend University, Faculty of international Marketing, Belgrade**

 (one year till the end of studies )

**Computer Skills:** MS office ( full Word and Excel user, Power Point, Access ), internet and e -mail

**Languages: Serbian** - native **English**  - very good