NAME: Marija Jović 

Date of birth : 18.01.1989

Address : Praška 42 , 11030 Belgrade

Telephone number : +381 60 733 7335

E - mail : jovicmarija89@gmail.com

WORK EXPERIENCE

**La Fantana doo** , Belgrade

• Job Title : *Junior Financial Controller* October 2013 - ....

Job Description : Financial analysis and control of sales activities ; reporting to company management on financial results of operations ; preparation of various types of reports on weekly, monthly and quarterly basis; financial analysis of relationships with key clients ; support accounting in calculation of wages; work with non-standard and tender contracts with clients; budgeting; data analysis

**La Fantana doo**, Belgrade

• Job Title : *Assistant in Accounting*  July 2013 - October 2013

Job Description : Posting customer payments , work with bank statements, work with a database of customers , invoicing , preparation of waybills

EDUCATION

Master's Degree of Economics , University of Belgrade 2013 - ...

                        Department: Business Management - Strategic Financial Management

Bachelor of Economics , Faculty of Economics , University of Belgrade 2008-2013

  Department: Marketing

Economic School in Valjevo 2004-2008

                        Department: Financial Technician

INFORMAL EDUCATION

Certificate in English Language level B2 , " Lingua" school of foreign languages

Certification in the area of ​​public speaking and communication skills , " Present " organized by AIESEC

AREAS OF PROFESSIONAL INTEREST

• Financial Analysis and Control

• Audit

• Data analysis

LANGUAGES

Serbian language (mother tongue)

English language (speech - very good, writing- very good , reading - great )

SKILLS

Higher level of knowledge of Mcrosoft Office ( Word, Excel , Power Point)

Basic knowledge of SQL

Driving license (B category)

HOBBIES

Drawing , photography , making jewelry , recreational swimming, fitness

PERSONAL CHARACTERISTICS

Persistent , initiative , responsible , well organized, communicative, analytical person open to new experiences