# Master of Telecommunication and Traffic faculty

### Personal data

Date of birth: Nationality: Contact number: E-mail: 21/06/1990 Serbian 069/236-40-70 simic.jelena90@yahoo.com



**Profesional intereses :** Traffic, telecommunications , management, informational systems and tehnology , logistic , project management

#### Education

•	2005 – 2009	High school "Vuk Karadžić", Trstenik Department of Mathematics;
♦	2009 - 2013	Faculty of Transport and Traffic engineering , Belgrade Department of Telecommunication and Postal traffic and networks
•	2013 - 2014	Faculty of Transport and Traffic engineering , Belgrade Master of Management and economy in transportation and communications

# **Relevant working experiance**

٠	Date:	September , 2013
•	<b>Responsabilities</b> :	Internship , three weeks;
		Introduction to the way of working and functioning of Post Offices JP PTT "Srbija"
•	Company:	Business Unit Zemun, Post 80, street Glavna 8, Belgrade;
		The main postal center - GPC, street Savska 2, Belgrade;
		Main Post Office - JP PTT "Srbija", street Palmotićeva 2, Belgrade.

## Profile

- Language:
  - Serbian (native),
  - ' English (good),
  - Spanish, Franch (basic)

#### • PC Skills:

- Microsoft Office (Word, Excel, Power point)
- Internet , Outlook Office 2007
- GPSS, VisualBasic, Lindo, AutoCad

#### Skills :

- Eager to learn and to make improvements
- Good communication and ability to work in team
- Ability to understanding of customer needs, patient in communication with clients
- Communication, organizations skills, dynamism and inventiveness, presentation skills
- Acknowledgment of classic marketing, communicology, psychology of communication, media, business etiquette, culture and dress code
- Driving licence

## Activities

- Books, traveling...
- Sport handball, aerobody, swimming , skiing...
- Cimena and theater