

Sebek Zivko

Bachelor of Economics

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Date of birth: 15.11.1993.

EXPERIENCE

VOLI TRADE D.O.O. Finance & Accounting Associate

Nov 2018-Today

Responsibilities:

- Recording business changes in the books of accounts;
- Payroll;
- VAT calculation;
- Depreciation calculation for tax and accounting purposes;
- Posting compensations and cessions;
- Keeping records on fixed assets and inventory;
- Posting bank statements;
- Creating financial statement in cooperation with head of accounting;
- Taking active part in preparation of various internal financial reports for business analysis and planning purposes.

SOCIETE GENERALE MONTENEGRO AD, Cashier

June 2018 – Oct 2018

Responsibilities:

- Handle cash transactions with customers;
- Sales and bank portfolio presentation;
- Receiving and processing customer requests for account opening, for both legal entities and natural people;
- Payment transactions on domestic and foreign accounts, for both legal entities and natural people;
- Deposits requests realization;
- Implementing the action plan of the sector, in cooperation with the superiors.

IBV - International Business Value, Volunteer

Feb 2017 - Dec 2017

- Participated in the Serbian market research on behalf of Italian companies;
- Cooperation with the Serbian Chamber of Commerce;
- Analyzing free industrial zones of Smederevo and Svilajnac on behalf of Italian investors.

SEFA – Students of Economics, Vice president

Mar 2016 - Mar 2017

- One of the founders of the student organization SEFA (Students of Faculty of Economics);

- Participated in the organization of the REPSUS conferences – regional business meetings that gather over 250 Economics students from Belgrade, Nis, Kragujevac and Novi Sad Universities; topics covered: economics, information technologies, internet sales and tourism;
- Participated in realization of various socially responsible projects within the faculty, under the auspices of the SEFA organization.

EDUCATION

Faculty of Economics, University of Belgrade, Module – Finance, Banking and Insurance

2012 - 2018

Bachelor of Economics

Gymnasium Niko Rolovic, Bar (Montenegro)

2008 - 2012

SKILLS

- ❖ **Social skills and competences**
 - Capacity to adapt to a multicultural workplace;
 - Teamwork.
- ❖ **Other skills and competences**
 - Responsible, reliable and persistent;
 - Keen to continuous learning and improvement;
 - Precise and accurate;
 - Flexible.
- ❖ **Computer skills**
 - Advanced knowledge of Microsoft Office package (MS Word, MS Excel, MS PowerPoint, MS Access DataBase).
- ❖ **Languages**
 - English – Upper-Intermediate level;
 - Italian – Intermediate level.
- ❖ **Citizenship**
 - Montenegrin;
 - Slovenian.
- ❖ **Driving license**
 - A and B category. Active driver.