



# Ana Trivan

## Contact

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## Summary

Fresh Bachelor of Organisational Sciences graduated this year with GPA 8.62. Recently ended my internship at startup company Happy Honey and now I am looking for job opportunities. I have gained overall experience in many business departments and want to build strong and deep expertise in one field.

## About me

- Responsible, reliable and organized
- Very cheerful and friendly person
- Curious and lifelong learner
- Customer and service focused
- Creative and innovative
- Flexible and adaptable
- Strong teamwork and collaboration skills

## Skill Highlights

- MS Office - Excel, Word, Power Point, Project, Access
- Visual Basic for Applications
- Bookkeeping and Accounting
- ERP systems - MIS ERP

## Language Proficiency

- Serbian - Native
- English - Full Professional
- German - Elementary

## Work Experience

### HAPPY HONEY D.O.O.



Business Operation Associate  
July 2019 - October 2019

- Processing payments, maintaining sales reports, managing invoices and monitoring transactions
- Market research and price analysis
- Creating presentations and presenting them to company board members
- Communicating with clients and understanding their needs, handling orders and specific customer needs
- Preparing documentation for products export and communicating with freight shipment company
- Coordinating and monitoring supply chain operations
- Preparing creative materials for social network promotions

### SILBO D.O.O.



Promoter  
May 2015 - April 2016

- Attracting potential customers and acquainting them with the product characteristics
- Selling products to prospective buyers
- Improving my communication and sales skills

## Previous Education



### Master studies

#### Technological and innovation management

2019 -

### Undergraduate studies

#### Bachelors degree in Operations management

**Average grade:** 8.62

2015 - 2019



IX GYMNASIUM "MIHAILO PETROVIĆ-ALAS"

Science and mathematics department

**Average grade:** 4.43

2011-2015