Maja Jokic
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CAREER OBJECTIVE

SALE, RETAIL, FINANCE, ACCOUNTING, MARKETING

SKILLS SUMMARY

Financial planning; Financial accounting; Sale; Marketing; Retail; Communication skills Speaking: English, Serbian and Italian; Microsoft Office;

Studying and working on a high level in Milan, Italy; Studying and working on a high level in Australia.

1 year of experience in retail; part-time.

2 years of experience in sale (part-time); 2 years of experience in finance and accounting (full-time).

EDUCATION

The University of Melbourne **Feb 2016 - Current**
Master in Engineering Management (Project Management)
(1^{st} semester within Engineering school; 2^{nd} semester in MBS(Melbourne Business School)) Class hours : only Monday and Thursday from 6.00pm to 9.30 pm

University of Novi Sad **Sep 2008 - Sep 2010**
Master in Engineering Management (Investment Management)

Polytechnic University of Milan
Researcher in Management, Economics and Industrial Engineering

EXPERIENCE

PROFESSIONAL
Assistant to Financial Director, full time **Oct 2010 - Dec 2011**
Graditelj-group, Novi Sad, Serbia
Finance
Construction machinery and equipment;
Main dealer for many leaders in this industry for all ex-Yugoslav countries.

Financial planning, business analysis, strategic financial planning, cooperation with banks and domestic and international business partners

demonstrated leadership skills in leading of 5 people to properly operate the financial year.

EXTRA CURRICULAR ACTIVITIES

Retail sale assistant **Sep 2007-Sep2008**
Modus Novi Sad,
Zeleznicka 56,
21000 Novi Sad, Serbia

Fashion retail business

Sale assistant
Graditelj-group **Oct 2008 - Oct 2010**
Bulevar Slobodana Jovanovica 4a,
21000 Novi Sad, Serbia

Construction machinery and equipment
Sale representative.

Financial assistant
Auto Centar Graditelj **Dec 2014 - Nov 2015**
Bulevar Slobodana Jovanovica 4a,
21000 Novi Sad, Serbia

Car sale dealer
Financial planning and accounting, cash-flow, financial strategy.

Dental Nurse **Dec 2015-July 2016**
Your Health Place Medical Centre
1176 Glenhuntly Road
MELBOURNE VIC 3463

Contractor **Aug 2016-Oct 2016**
Frontier Group Direct
Level 1, 516-524 Bridge road, Richmond
Melbourne VIC

ACHIEVEMENTS

Master degree in Investment Management, Research qualification on international level, opportunity to work in prospective company on a market, chance to develop myself internationally.

Grants during my Bachelor and Master studies from company where I was working straight away after finishing my Bachelor with honors studies.

INTERESTS

Going to gym 3 times per week, reading professional business books, doing research. Particular interests in sport events.

REFEREES

Daryl Kennedy
Managing Director
0429 553 321
Relationship: director

Igor Dragicevic
Manager of Dental
Clinic 0434581664
Relationship: Former manager

Mirjana Ognjenovic
Financial director
finanisije@graditelj-group.com
Relationship: Former co-worker