

Curriculum Vitae



*Ana Stamenković,
12/12/1983, Belgrade, Serbia
Citizenship: Republic of Serbia
Marital status: married, one child*

*Residence: Belgrade, Republic of Serbia
contact e-mail: ana.stoponja@yahoo.com
contact tel .: +381 (0) 62 30 66 97*

THE GOAL:

Professional training, expanding the base of theoretical knowledge with practical application, systematic overcoming of set obstacles and meeting new challenges. Commitment to work, tasks and teamwork. Work in a positive environment.

PROFILE:

- responsibility - teamwork*
- communicativeness - persuasion skills, planning and organization*
- systematicity - resourcefulness*
- determination - business acumen and knowledge of the code of business correspondence*
- independence - the ability to perform multiple tasks simultaneously*

PROFESSIONAL SUMMARY

WORK EXPERIENCE:

2012.- "Digital Printing Center" d.o.o. Beograd
Legal department - Head of department

Job description:

- *Drafting of legal acts of the Company*
- *Legal support to the human resources sector*
- *Monitoring and application of positive legal regulations in the field of labor relations and labor law in general*
- *Selection and recruitment*
- *Management and up-to-date management of the archive of work files of employees,*
- *Management of the employment process, actions that require changes in employment and termination of employment*
- *Drafting of the Employment Agreement and the Annex to the Employment Agreement*
- *Preparation of Warnings, Decisions on termination of the Employment Contract*
- *Development of various models of commercial contracts with customers and suppliers as contracting parties*
- *Coordination with the financial sector in order to realize the agreed conditions of buyers / suppliers*
- *Monitoring the collection of receivables*
- *Work with bill of exchange documentation*
- *Correspondence with banks*
- *Correspondence with insurance companies: regular insurance of general liability, property, persons; Submission of compensation claims through consolidated documentation for the harmful event and collection of damages*
- *Correspondence with state institutions and bodies*
- *Preparation of documentation for participation in public procurement*
- *Organizing education of employees and training, with monitoring the application of acquired knowledge and skills in order to achieve the highest possible degree of efficiency in work engagement*
- *Coordination of activities in the field of application of positive legal regulations in the field of JMC and OSH*
- *Active participation in the planning and implementation of technical projects / unification of project documentation, correspondence with the competent State authorities in order to obtain the necessary permits, approvals: for the installation of advertising facilities, advertisements, etc.*

- 2009.- 2013. „EUROBANK EFG“, „COLLECTION DEPARTMENT“,
Expert associate in the collection of receivables on the basis of loans and credit card (loan rescheduling, collection of receivables, activation of administrative bans)
- 2005- 2008. *Insurance Mediation Agency "SAS" Belgrade*
(vehicle registration, car liability, comprehensive insurance)
- 2002.- 2005. *Professional engagement in jobs in the field of marketing and presentation*

EDUCATION:

- *Faculty of Law, University of Belgrade*
title: Bachelor of Laws
- *College for Business Secretaries and Managers*
title: economist and operations manager, general grade 8.50
- *IV Belgrade Gymnasium, major: socio-linguistic*

Certificates:

Labor law expert - Forum Media seminar 2017

KNOWLEDGE OF LANGUAGES:

*English- (writing/reading/conversational English - intermediate 2),
French - basic;*

COMPUTER SKILLS:

- *Internet Explorer, Mozilla Firefox,*
- *Microsoft Office / Excel, Word, PowerPoint, Outlook...*

ADDITIONAL QUALIFICATIONS:

-Driving license category B

INTERESTS:

- Staying in nature, family activities, recreation (yoga, walking)