**Curriculum Vitae**

**Personal Information:**

First and last name: Aleksandra Đokić

Date of birth: 23.04.1990

Adress: Rudolfa Kornauera 12, 26300 Vršac

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Marital status: Single

Citizenship: Serbian

**Education:**

2013-2014 Master of Economics, University of Belgrade, Department of International Economics

2009-2013 Bachelor of Economics, Faculty of Economics, Belgrade, Department of Marketing

2005-2009 High School Diploma,“Borislav Petrov Braca ", Vrsac

**Work Experience:**

**6.03.2014 – 14.03.2014 “Eurošped” d.o.o. Vršac**

Worked on completing the export-import customs documentation, applying customs regulations and customs tariffs

**17.03.2014 – 11-04.2014 ,”Zannini East” d.o.o. Vršac**

Worked on completing documentation related to raw material and packaging, which entered the warehouse, to release of the finished goods to the market. Worked in the accounting department. In the planning services department, analyzed the best ways to plan production.

**Forin Languages:**

English: fluent (speaking, reading, writing)

**Conferences:**

**07.11.2014 – 11.11.2014**

Conference of Students of Economics in Zlatibor, "The second wave of the crisis in Serbia-what to do?".

**Skills:**

* MS Word, MS Excel,Power Point
* Internet
* Driving licence

Played tennis from age 8 to 18 (for the National Team of Serbia from age 13 to 18). Tennis helped me to become a responsible person, commit to achieving the goals, build perseverance , have desire for steady progress and continuous improvement and training. While playing tennis for the national team of Serbia I worked well both individualy and as a part of the team which led to my best results.

Communicative, cheerful, dynamic, organized, good team player, work well under pressure.

**Interests:**

* Tennis i swimming
* Traveling
* Reading