

## PERSONAL INFORMATION

## Katarina Anđelković



 25 Alekse Nenadovica St, Belgrade 11111, Serbia

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 katarinaa.andjelkovic@gmail.com

Sex Female | Date of birth 20 May 1989

## WORK EXPERIENCE

December 2012 – June 2014

## Sales Ledger Clerk

Deloitte doo Belgrade

Terazije 8, Belgrade

<http://www.deloitte.com/Serbia>

- Issuing and re-issuing invoices as well as issuing credit memos;
- All aspects of sales ledger, allocating incoming payments into the ledger (SAP knowledge);
- Investigating and resolving queries relating to non payment of invoices;
- Assisting with credit control when required, chasing debt via telephone, letter and email;
- Preparation and distribution of the weekly Accounts Receivable reports and various reports for management regarding project finances;
- Specific reports and calculations regarding project expenses and services and recharging expenses to clients;
- Participation in the calculation of VAT and keeping tax records.

Business or sector Sector of Administration, Accounting Department

## EDUCATION AND TRAINING

2008-2014

## Bachelor's Degree

University of Belgrade Faculty of economics

Accounting, Audit and Financial Management

## PERSONAL SKILLS

Mother tongue(s) Serbian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1
Replace with name of language certificate. Enter level if known.					
French	B1	B1	B1	B1	B1
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

Communication skills Good communication skills gained through working with professional stuff and customers

Organisational / managerial skills Good organizational skills gained through volunteering experience during my studies and working in office administration

Job-related skills Open- minded person, team player, precise person prepared to work well under stress and willing to acquire new skills and improve knowledge, loyal and confidential person with positive attitude

Computer skills Good command of Microsoft Office™ tools, SAP and Empire Time

## Conferences

Volunteering on BEUM 2011. and 2012. as a part of organization team, the first simulation of EU institutions in Eastern Europe held in National Assembly of the Republic of Serbia.

<http://www.belgrade-meu.org/>