

# Curriculum Vitae

**Mihailo Stefanović**  
**Date of birth: 20/09/1989**  
**Gender: Male**



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## Personality profile

Expedite, effective and responsible  
Precise and organized  
Ready for team and individual work  
Willing and ready to learn, to acquire new skills and to work on further improvement

## Education

Belgrade Business School, Belgrade **2008 - 2012**  
Bachelor degree in finance, banking and accounting

Economic High School in Belgrade **2004 - 2008**  
Rang: Economic technician

## Work experience

Adecco Outsourcing, Belgrade **2011-2012**  
Work on the replacement of absent workers  
Position: HR administrator

Adecco Outsourcing,  
Professional training in the field of administration and finance  
The period from June to September 2011.

## **Seminars**

Lecturer on Finance weekend, organized by Belgrade Business School  
Subject: *Risk management in financial institution*

**March 2011**

## **Professional knowledge**

PC literacy (advanced skills), excellent knowledge of MS Office  
Correspondence and touch-typing  
Language – English (fluent)  
Driving License B category

## **Hobbies and interests**

Longtime member and assistant in cultural association *New Belgrade* – Folk dance ensemble  
Member of the musical band (singer and guitarist)