

## PERSONAL INFORMATION



## Miloš Mitić

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Sex Male | Date of birth 30.11.1984. | Nationality Serbian

## JOB APPLIED FOR

## WORK EXPERIENCE

03 December 2011- up to date

## Administration, technical support and IT support

OSRAM d.o.o. Beograd, Đorđa Stanojevića 14, 11070 Belgrade, Serbia

- Archiving of documents by company standards
- Preparation of all types of documents related to the establishment and termination of employment
- Control of the employees presence at the workplace
- Regulation and coordination of employees vacations
- Preparation of contracts and other legal documents
- Providing technical support to customers
- Resolving customers complaints
- Acquisition of documents necessary for obtaining the Serbian declaration of Conformity
- Daily monitoring and maintenance of operating systems, servers and workstations
- Solving minor IT problems
- Other activities as requested by the supervisor

Business or sector Trading with lighting equipment

25 June 2010 -03 December 2011

## Administration and support

Flux Lighting d.o.o., Juriša Gagarina 14b, 11070 Belgrade, Serbia

- Assistance in carrying out of administrative tasks
- Support in execution of various projects

Business or sector Design of functional and decorative lighting

## EDUCATION AND TRAINING

October 2011 – up to date

### Graduate studies – Graduate engineer – Master (equivalent to Master level)

School of Electrical Engineering, Department of Signals and Systems, University of Beogradu, Bulevar kralja Aleksandra 73, 11 000 Belgrade, Serbia

- Methods of soft-computing
- Sensors in Robotics
- Decision-making systems in medicine
- Design of control systems
- Multimedia systems

October 2003 – October 2011

### Undergraduate studies – Graduate engineer (equivalent to Bachelor level)

School of Electrical Engineering, Department of Signals and Systems, University of Beogradu, Bulevar kralja Aleksandra 73, 11 000 Belgrade, Serbia

- Signals and Systems
- Nonlinear control systems
- Automatic control systems
- Real time control
- Digital Signal Processing
- Telecommunications
- Electronics

## PERSONAL SKILLS

Mother tongue(s) Serbian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
German	A2	A1	A1	A1	A1

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 with people of diverse background
- Ability to work in team and in multinational company

Organisational / managerial skills

- Planning and analytical skills
- Organization of domestic and international corporate seminars and conferences

Job-related skills

- Good knowledge of administrative procedures

Computer skills

- good command of Microsoft Office™ tools
- Internet (browsers, email, basic knowledge of web design and web programming)
- MATLAB
- Good knowledge of computer hardware

Other skills

- Recreational playing of basketball, playing computer games

Driving licence    ▪ B (Valid driving licence for vehicles up to eight seats and 3.5t)