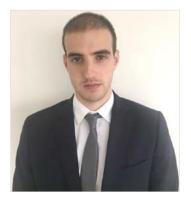


### PERSONAL INFORMATION



# Aleksa Milojkovic

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- 🗙 milojkovicaleksa@gmail.com
- https://www.linkedin.com/in/aleksa-milojkovic-73b05913b/
- Skype aleksa\_milojkovic

Sex Male| Date of birth 31/08/1994 | Nationality Serbian

WORK EXPERIENCE

September 2013-October 2013

## Volunteer

Davis Cup , Kombank Arena , Belgrade, (Serbia)

Working in logistics area, helping managers with my computer and other skills, learning language, hard team work, worrying about whole ceremony.

October 2013-March 2014

## IT Manager (assistant)

Delta city, Belgrade, (Serbia)

Provide IT support to Delta city team, and working for my sister in order to help her with managing databases and creating all requested reports. I have opportunity to prove my knowledge of MS office package. I have experienced hard team work, also foreign languages and communication skills.

December 2015-January 2016

### Volunteer

Len, Europien Championship, waterpolo, Kombank Arena, Belgrade, (Serbia)

Working in Logistics special area, team leader of my sector, practising communication skills and Organisational performances.

March 2016-January2017

## FDM and SMS database internship

AirSerbia, Belgrade (Serbia)

As part of safety team I have two different roles, one is related to administering FDM and Intelex system, other one was to participate and administering DORA meetings. In role of FDM administrator I have opportunity to work with airplane PCMCIA card, coordinating data transfer with EY team, and prepare Capture rate report as result of collecting FDM data. Support Flight Safety officers with all relevant data. As Intelex administrator I have opportunity to work with he Intelex platform. Provide complete service to Compliance department in Audit module implementation and work, and was included in implementation of Operational risk module and HSE module. Furthermore, I was involved in developing process, which system follows. On the other hand, as part of Safety team I was administering daily DORA meeting with preparing all necessary logistic, in order to ensure that effectiveness of complete process. Also, my job was to prepare safety data analyses, create reports and dashboards within the Intelex. Giving support to safety officers, and safety team generally, preparing relevant statistics and reports.

**EDUCATION** 

06 July 2013-Present

Undergraduate Student



	Faculty of Organisation Sciences, University of Belgrade, Belgrade (Serbia) Year of studying: 4/4 Semester: 8/8 Course of studying : Information systems and technology ECTS: 230/240 Exams: (total: 43/44) Grade Point Average:8.0				
September2009- June 2013	High School Diploma				
	Third gymnasium in Belgrade, Belgrade, (Serbia) Grade point average: 4.9				
September 2001- May 2009	Primary school Diploma				
Elementary school "Bora Stankovic" , Belgrade, (Serbia) Grade Point Average: 5.0					
TRAINING					
March 2016	<ul> <li>Induction training</li> <li>AirSerbia,Belgrade (Serbia)</li> <li>SMS basic (Safety Management system)</li> <li>AvSec (Aviation Security)</li> <li>ERP(Emergency Response)</li> <li>HSE(Health and Safety Environment )</li> <li>Ethics and Compliance Department</li> <li>Internal Communications</li> <li>Behaviour on Social Networks</li> <li>Information Technology and data Security</li> <li>HRBP(Human Resources Business partner ) Rules and Benefits</li> </ul>				
March 2016	Intelex administrator training				
PERSONAL SKILLS Mother tongue(s)	Serbian				
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1 TOEFL, , SAT	C1	C1
German	A2	B1	A1	A1	B1
Spanish	A2	A1	A1	A1	A1
	Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user				

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



#### **Curriculum Vitae**

#### Communication skills

- Openly expresses ideas gained through life experiences
- Open minded
- Attentive listener
- Polite
- Ability to be concise and clear
- Eloquent
- Leads group discussions

#### Organisational / managerial skills • Sets goals

- Makes decisions
- Take change
- Persistant
- Diligent and devote
- Direct others
- Manages conflict

#### Job-related skills

- PoliteCaring
- Self-confident
- Social
- Professional
- Responsible
- Accurate
- Tolerant

#### Computer skills ■ MS Office package (Word<sup>TM</sup>,Excel<sup>TM</sup>,Access<sup>TM</sup>,PowerPoint<sup>TM</sup>,Microsoft Picture Editor, Outlook<sup>TM</sup>)+ Microsoft Office Visio

- Pascal
- Internet (regulary and private)
- Html,html5
- Css
- Java(NetBeans, Eclipse)
- Java script
- Wordpress
- C#(.NET, Visual Studio2010,7)

#### Other skills • Feeling

- Talkative
- Handball
- Tennis
- Honest
- Friendly

#### Driving licence • B since (2011)