







PERSONAL INFORMATION

Aleksa Milojkovic



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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, European Championship, waterpolo, Kombank Arena , Belgrade, (Serbia)

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

March 2016-January 2017

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 Air Serbia and Etihad team on implementation few modules within the 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

Induction training

AirSerbia,Belgrade (Serbia)

- SMS basic (Safety Management system)
- AvSec (Aviation Security)
- ERP(Emergency Response)
- HSE(Health and Safety Environment)
- Ethics and Compliance Department
- Internal Communications
- Behaviour on Social Networks
- Information Technology and data Security
- Harassment on work
- HRBP(Human Resources Business partner) Rules and Benefits

March 2016

Intelix administrator training

PERSONAL SKILLS

Mother tongue(s) Serbian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
	TOEFL, , SAT				
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
Common European Framework of Reference for Languages

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
- Persistent
- Diligent and devote
- Direct others
- Manages conflict

Job-related skills

- Polite
- Caring
- Self-confident
- Social
- Professional
- Responsible
- Accurate
- Tolerant

Computer skills

- MS Office package (Word™, Excel™, Access™, PowerPoint™, Microsoft Picture Editor, Outlook™)+ Microsoft Office Visio
- Pascal
- Internet (regularly 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)