

**Name:** Jelena

**Date of Birth : 13.08.1987.**

**Nationality:** Serbian

**Languages:** English, Espanol

**E mail:** [jelena.292330@2freemail.com](mailto:jelena.292330@2freemail.com)

**EDUCATION**

**High School:** Medical School Zemun – Belgrade (4 degree)

**Start year**: September 2002

**End year:** June 2006

**College :** College of Psychology – Belgrade

**Start year** : 2006

**End year** : 2009 on 3rd year

***PROFILE***

Responsible, ***active,*** communicative, creative

Self-organized and doing the job

Capable as well as for team work , ready for new knowledge

**OTHER SKILLS**

Using operating systems: Microsoft Office, Internet,Word,Exel,

**WORKING EXPERIENCE**

-From March 2009 until May 2014 present in Medical institution for mother and Childe , Belgrade

Responsible for newborn babies

-From September 2014 until now present in Sport-spa Center EthnoGym Erbil ;

Responsible for reception , contracts, invoices , members , accounter , checking hygiene….

-From November 2015 until now , also , present in Dental ordination :

Responsible for reception , arranging meetings , accounter , invoices

-In free time (when there was free time)I was working promotion for Lancome and Loreal cosmetics