***CURRICULUM VITAE***



**Aleksandra**

**Aleksandra.365884@2freemail.com**

**Profesional Summary**

Highly motivated experienced Cash Office Associate with experiance in corporate accounting and small bussines accounting, who is proficient in tracking cash transaction,calculations,filling out cash reports,accounting with strong organizational and numeracy skills.

**Key skills**

* Excellent with calculations
* Accounting experience
* Strong organizational and numeracy skills
* Strong eye for detail
* Cash handling experience
* Dependable and self initiative
* Honest cash office worker (team player and independent worker when needed)
* Verbal communication skills

**Technical skills**

 Excel

 Word

 Outlook

 PowerPoint

 Access

 VGS

 CRM

 Adobe Photoshop

 Internet service

 ECDL sertifikate (2012)

**Work Experience**

2016 November - Present Dubai, UAE

Admission sector- Legoland Dubai

 Guest service, Ticketing VGS, Cashiering

2014 Nish, Serbia

Owner of retail “Miss Andjela”

* Responsible for confirming each cash and bank card transaction that was put into the daly log.
* Responsible for compiling cash flow reports at the and of the day and at the and of each month.
* Cashed checkes and pay out money after verifying that signatures are correct that written amount agree and that accounts have sufficient funds.
* Assisted in executing a variety of transaction throughout the day in a busy and dynamic office.
* Calculation of revenue.
* Making deposits into business accounts.
* Filling slips,payment orders,order for the transfer of financial resources.
* Calculate daly transactions.

2010 - 2014 Maribor, Slovenia

Manager in the club ''Studio 55''

* Preparing money (cash deposite) at the start of each day.
* Responsible for variety of paperwork on a daly and weekly basis.
* Chacking and accounting cash and bank card at the end of shift from all employee and checking their minuses or pluses.
* Responsible for counting up all cash transactions at the end of the shift and print reports.
* Organizing of shifts

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| 2010 | Maribor, Slovenia |
| Expiriance in bartending in the club ''Studio 55'' |  |
| 2008-2010 | Nish, Serbia |
| Promolider of firm ''G3 Spirits'' (sellings , driving promotors on |  |
| promotion, organizaton promotors, filling forms about sale) |  |
| 2007-2008 | Nish, Serbia |
| Promotor of firm ''G3 Spirits'' (selling) |  |

**Education**

* Student of the fourth year of finance, banking and ensurance on the Economical faculty in Nish
* Economic high school in Nish
* Primary school “Kralj Petar I” Nish

**Foreign language**

English language (optimum level-communications)

Slovenian language

Macedonian language

Serbian (mothrt thongue)

**Personal information**

Flexible,responsible, self initiative, dependable, loyal, motivated for work, desire for professional development,good in quick learning.

Worker with good recommendations.

Nummbers are the same all over the world