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**Alema**

**Alema.378356@2freemail.com**

**C/o- +971502360357**

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| **Personal Information**Alema001 | * *Civilian victim of the War in Bosnia and Herzegovina 1992-1995*
* Marital status: *Divorced, no kids*
* Nationality: *BH*
* Place of Birth: *Brčko*
* Date of Birth: *1977.04.16.*
* Driving License: *“B” category*
* Have no trouble to travel anywhere
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| **Interests and activities** | Salsa dancing (member of “El Paso” dancing club in Sarajevo), handcrafts (crochet, knit, sewing, etc.) |
| **Education** | **1991/1995** **High Economy School Tuzla, BH****Economical commercial technician**Education included courses/subjects (duration of course/subject):- Business writing (1 year)- Accounting/Bookkeeping (4 years)- Product Management (2 years)- Finance Management (2 years)- English Language (4 years)- Other general subjects like History, Geography, Music literature, etc. (mostly 4 years) |
| **Area of expertise**  | * Project management
* Document management
* Travel management
* Car fleet management
* Visa management
* Event management
* Accommodation management
* Building maintenance management
* Purchasing/Procurement management
* Contract (negotiation, writing, analyzing, execution)
* International/Multinational corporate business
* Logistics
* Document analyzing
* Document drafting
* Project coordination
* Translation
* Office Administration

Etc. |
| **Professional experience** | From February 2015 till **Present**“MIBO Komunkacije” d.o.o. Sarajevo, BH**Import/Export Officer** Incharged for whole import proces (internatioanal level), including, but not limited to:* Submitting international orders
* Customs clearance
* Invoice clearance (payment to suppliers)
* Fright forwading
* Export
* Responsible for obtaining all domestic import documentation, e.g. International import certificate, various licences, etc.

From August 2004 till February 2015“MIBO Komunkacije” d.o.o. Sarajevo, BH**Executive Assistant/CEO assistant (50+ company)** * Provide varying range of office support, including:
	+ Set up and maintain filing systems
	+ Transfer documentation between different locations/departments
	+ Organise and follow up with couriers
	+ Arrange correspondence mailing/receipt
	+ Properly record and file all internal/external correspondence of the company
	+ Answers phones and direct all incoming calls to appropriate party promptly and efficiently
	+ Logical categorization and indexing of the documents to ensure easy retrieval
	+ Order and maintain offices supplies and equipment
	+ When requested act as Translator/interpreter (simultaneous, consecutive, written translation during meetings, conference calls, translating and reviewing manuals and/or legal documents such as contracts, NDA’s, etc.)
	+ Work autonomously, often managing highly confidential information and managing competing priorities
* Support in back office activities - filing, mailings, etc
* Maintain adequate facilities on day to day basis, as well as during events:
	+ Conference, meetings
	+ Catering organisation
	+ Stationery distribution
	+ Guest guidance
	+ Ensuring operation of the meeting room facilities - projectors, lights, etc
* Other basic/routine tasks as requested by the management, such as
	+ Reads and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
	+ Review and prepare executive summary of miscellaneous reports and documents; prepare background documents and outgoing mails as necessary
	+ Organising travles for employees and guests etc (including accommodation, air plain tickets, etc.)
	+ Ensure timely and safe arrivals and pick-ups
	+ Maintenance of the company automobiles including organising car schedule for whole company, dealing with basic and specific maintenance and repairs, etc.
* As a receptionist:
	+ Act as a first point of contact to guests, customers etc
	+ Provide guidance on facilities, location of meetings
	+ Answer phone calls
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|  | March 2004 – August 2004Guest House “HALVAT” Sarajevo, BH**Receptionist*** Check In, Check Out, Booking and all other reception job’s.
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|  | March 2003 till March 2004“OKI UPRAVITELJ” d.o.o. Sarajevo, BH**Database Administrator*** Responsible for organizing and maintenance of IT Sector, responsible for all data coming to the office, all reports, all changes of data (in correspondence to law), IT Support, etc.
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|  | August 28 till December 31, 2002.Unioninvest-Montaža d.d. Sarajevo, BH**Database Administrator*** Responsible for organizing and maintenance of IT Sector, responsible for all data coming to the office, all reports, all changes of data (in correspondence to law), IT Support, etc..
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|  | September 1998 till August 20, 2002. European Liberal Project Group - ELPG Sarajevo, BH(consisted of LD UK, FNSt, D66 and ELDR)**ELPG Program Assistant** * All administrative and organizational-technical duties related to all ELPG projects and programs.
* Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
* Office Management - Responsible for office administration and secretary jobs.
* Making financial and written reports for some events (like seminars, conferences, etc.)
* Responsible for all kind of technical organization of events including providing of necessary information to all relevant people (usually trainers from abroad), arranging accommodation, meetings for our gests, etc.
* Written, oral and other kind of correspondence between ELPG and political parties in BH – partner to the ELPG (LDS BH, HSS BH, DS) same as communication with governmental institutions of BH, various international organizations, domestic and foreign NGO’s.
* If necessary, interpreter/translator (written, consecutive, simultaneous).
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|  | March till September 1998MSP/MPRI – Military Stabilization Program Sarajevo, BH**Interpreter – I level*** Translating the books/handbooks from English to Bosnian/Croatian, simultaneous translations.
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|  | July 1997 till March 1998 University of Sarajevo, Faculty of Political Sciences, Centre for Social Researches Sarajevo, BH**Secretary/Interpreter*** All kind of translations, administrative support, secretary jobs.
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|  | November 1996 till July 1997Modus d.o.o. Sarajevo, BH**Technical Secretary*** Responsible for contact with the customers, providers, administrative support, secretary jobs, etc.
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|  | December 1995 till April 1996 National Public Radio, USA Tuzla, BH**Interpreter*** Translating interviews, assisting the journalists in all kind of matters such as finding relevant people for interviews and contact with them, organizing the trips to certain area on journalist requests, following journalists even to the front line.
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| **Languages** | My mother tongue is **Bosnian** but I am also familiar with Serbian and Croatian. I am actively using **English** with writing, reading and speaking. |