



PERSONAL INFORMATION

**Milica Muhadinovic**

 X Crnogorske brigade s-65, 81250 Cetinje (Montenegro)

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 Skype milica.muhadinovic

Sex Female | Date of birth 09/01/1990 | Nationality Montenegrin

WORK EXPERIENCE

02/09/2014–Present

Teaching Assistant

Faculty of Economics, University of Montenegro, Podgorica (Montenegro)

- Working with students on various disciplines: Economic Development, EU Enlargement Policy

14/11/2013–Present

General manager of business services

TRIM d.o.o., Cetinje (Montenegro)

- taking care of marketing and sales functions
- handling relations with suppliers and buyers
- handling basic accounting tasks

15/01/2013–15/10/2013

Intern

TRIM d.o.o., Cetinje (Montenegro)

- Accounting
- Commercial affairs

01/09/2012–01/03/2013

Trainee

Delegation of the European Union to Montenegro, Podgorica (Montenegro)

- administrative affairs
- drafting reports
- handling relations with citizens
- assisting in research and reporting
- replying to public queries

EDUCATION AND TRAINING

01/10/2013–Present

Master of Economic Sciences

EQF level 7

Faculty of Economics, University of Montenegro, Podgorica (Montenegro)

- European Economic Integration programme covering:
 - EU Enlargement Policy
 - EU institutions
 - Economy of the EU

01/09/2008–09/07/2012

Bachelor of Science

EQF level 6

Faculty of Economics, University of Montenegro, Podgorica (Montenegro)

- Economics

- International Business

01/09/2004–20/05/2008

High School Diploma

J.U. "Gimnazija", Cetinje (Montenegro)

PERSONAL SKILLS

Mother tongue(s) Serbian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
IELTS certificate					
Spanish	B2	B1	B1	B1	B1
Italian	B2	B2	B1	B1	B1
French	A2	A2	A2	A2	A2
DELFA A1					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills - Good communication skills gained through my work as a general manager
 - Cooperative
 - Friendly

Organisational / managerial skills - Team player
 - Organised
 - Motivator

Computer skills - Very good command of Office suite (Word, Excel, PowerPoint, Outlook)
 - Proficient user of all kinds of web browsers and e-mail clients

Driving licence B