

PERSONAL INFORMATION



Samira Ficić

Sex **Female** | Date of birth **26/05/1986**

Hamida Svrze 20, 71000 Sarajevo (Bosnia and Herzegovina)

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WORK EXPERIENCE

- 2018 - present **Office and quality manager**
Verlab d.o.o.
Medical Device Inspection Laboratory
- 2016 - 2018 **Referent for payment system**
"Društvo za pružanje usluga - Gugo d.o.o"
- 2012
(2 months) **Administrative referent**
New Technology Sarajevo
- 2011-2012 **Merchant**
"Romantic"
- 2008-2011 **Administrative referent**
"Inter Color Centar"

EDUCATION AND TRAINING

- 2004 – present (Expected to finish by 2019) **Bachelor of Economy – in progress**
University of Sarajevo
Faculty of Economy
Department for insurance and banking
- 2000 –2004 **High School**
MSS "Enver Pozderović" Goražde

PERSONAL SKILLS

Mother tongue(s) Bosnian

Other language(s)

English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
B2	B2	B2	B2	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user Common European Framework of Reference for Languages

- Skills
- good communication and presentation skills
 - organisation skills
 - multitasking
 - administrative work
 - business ethics

Computer skills ▪ good command of Microsoft Office™ tools

Driving licence