



**Andrea Dragović**

Nationality: Montenegrin

 (+382) 69 450 406

Gender: Female

Date of birth: 31th December 1999

 Email address: dragovicandrea123@gmail.com

## EDUCATION

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**Specialist In Business Management (2022 - )**

*Faculty of Management, Herceg Novi*

**Bachelor in Finance, Accounting and Banking (2019 - 2022)**

*Faculty of Management, Herceg Novi*

**Economic Technician (2014 - 2018)**

*High school "Ivan Goran Kovačić", Herceg Novi*

## WORK EXPERIENCE

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**Student Services Office (current job)**

*(University of Adriatic -Faculty of Management, Herceg Novi)*

- *Administrative and secretary work*
- *Providing students with the information regarding their academic program, available exchange programmes, mobility schemes, work and travel etc.), internships etc.*

**Training in Finances and Accounting**

*(Accounting company "Bencom", Herceg Novi)*

- *Payroll Processing, Tax Preparation and Compliance, Managing Accounts Payable and Receivable, Preparing Financial Statements*

## Internship

(Hotel "Lighthouse of Montenegro", Herceg Novi)

- Keeping records of financial transactions, Review reports for accuracy, Completing payroll, Reconciliation of Accounts

## LANGUAGE SKILLS

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Mother language: Serbian

Other languages:	Understanding		Speaking		Writing
	Listening	Reading	Speech interaction	Speech production	
English	C1	C1	B2	B2	B2
Russian	B1	A1	A1	A1	A1

## DIGITAL SKILLS

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Microsoft Office / Zoom / Social Media / E - learning platforms / Word press - Basic Knowledge / Google suite (Gmail Google Drive Google Slide Google Docs Google Sheets Google Forms Google) / Abacus - Financial Accounting Software

## PROJECTS

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Participant in the project ERASMUS+ PROJECT: HAWKING - 101128741, HAWKING: Harvesting (digital) Alternation in Ways that Knock-down Inaccessibility of New Generations), Capacity building in the field of higher education (ERASMUS-EDU-2023- CBHE), period 2023-2026.

Participant in the project ERASMUS+ PROJECT: GEAR - 101129408, GEAR: Gender Equality in Academia and Research), Capacity building in the field of higher education (ERASMUS- EDU-2023-CBHE), Leader of the project Faculty of Management Herceg Novi, period 2023-2026.

Participant in the project ERASMUS+ project: GROWTH – 101083212 – GAP-101083212, GROWTH: Greening Relevance in Operations in Western-Balkan Tertiary-Education Habitats, Capacity building in the field of higher education (ERASMUS-EDU2022-CBHE) (2023-2026)

## COMMUNICATION SKILLS

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- Highly developed communication skills through education and business experience
- Excellent presentation and negotiation skills
- Experienced at giving presentations to large audiences
- Process listening skills
- Great telephone manner