

## PERSONAL INFORMATION

**Aldijana Fajić**

 Azapovići 439, 71 250 Kiseljak, Faculty of Law, University of Travnik

 +387 30 877 327  00 387 61 276 819

 [aldijana.fajic@pfk.edu.ba](mailto:aldijana.fajic@pfk.edu.ba)

 [www.pfk.edu.ba](http://www.pfk.edu.ba)

Sex F | Date of birth 10/07/1985 | Nationality B&H

## WORK EXPERIENCE

09/2020 - DANAS

**Economic and Financial Officer**

Faculty of Law, University of Travnik

03/2014 – 03/2020

**Accounting Assistant**

Aca System d.o.o. Sarajevo

08/2013 – 02/2014

**Administrative Assistant**

Easy Line d.o.o. Sarajevo

## EDUCATION AND TRAINING

In progress

**Master's studies**

Faculty of Law, University of Travnik (Economic and Legal Department)

**Criminology Graduate**

Criminology – Faculty of Criminalistics, Criminology and Security Studies

University of Sarajevo

**Economic Technician**

Secondary Mixed School, Konjic

**Additional trainings**

- Training programme for independent bookkeeping – Efta Consulting
- Certificate in Computer Literacy – Nahla Centre for Education and Research

PERSONAL SKILLS

Mother tongue(s) Bosnian

Other language(s)

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

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  
[Common European Framework of Reference for Languages](#)

**Communication skills** Clear and professional oral and written expression, active listening and understanding of interlocutors, solving misunderstandings in a constructive way.

**Organisational / managerial skills** Efficient planning and monitoring of tasks, compliance with deadlines, precision and systematicity in performing tasks.

**Job-related skills** Keeping financial records and calculations, working in accounting programs, analytical skills, organization and accuracy in work, good communication and administrative skills

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Proficient user	Independent user

Levels: Basic user - Independent user - Proficient user  
[Digital competences - Self-assessment grid](#)

**Digital skills:**

MS Office – Proficient user

Accounting software (Panteon, Wand, Billans) – Independent user

Internet and online banking applications – Proficient user

Driving licence Category B