

VANJA MUSTAPIĆ

Contact:

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Nationality: Croat

Date of birth: 20th of March 1978

Gender: Female

Family status: Married with two kids (twelve and ten)



GOAL

My goal in work is to combine my experience in economics and business with local market requirements.

WORK EXPERIENCE

2019/2020 Teacher Assistant TLC - Teaching & Learning Communities -Muscat

2018 - Orange Tree Nursery – Muscat

- Teacher for infant age
- Attended Online course for IPC – International Preschool Curriculum

2007-2015| Finance Operations / Part Sales - **IBM (International Business Machines), Zagreb, Croatia**

- Processing salaries and expenses for employees using SAP ERP (auditing required documentation, reporting, releasing salaries)
- Responsible of supporting inventory and supply chain management for IBM hardware spare parts (preparing proposals and bill of materials, coordinating between all parties in the process, internally, customer, warehouses etc., invoicing)

Gala GIS, Croatia, Zagreb

2006-2007 | Finance Operations

- Responsible for various aspects for business such as processing salaries, procurement, preparing tendering documentation, payments

Vita (Healthy Food Products), Zagreb, Croatia

2004-2005 | Sales Executive / Administration

- Responsible for sale of healthy food products and finance administration

FORMAL EDUCATION

2004 – Master of Economics (Tourism) - Faculty of Economics, University of Zagreb

ADDITIONAL EDUCATION AND COURSES

- Microsoft Excel- Excel form Beginner to Advanced (2020)
- The Wilton Method of Cake Decorating (Buttercream skills and fondant skills)
- Project Management course
- The European Computer Driving License (ECDL) - computer literacy certification program provided by ECDL Foundation a not-for-profit organization

LANGUAGE, DRIVING LICENSE

- Croatian – mother tongue
- English – good in reading, writing and speaking

Vehicle Driving License – class LIGHT (Oman), category B (Croatia/EU)