

RESUME

May 2022



EDUCATION

OCTOBER 2006 - SEPTEMBER 2007

Master in Banking and Entrepreneurship
UniCredit S.p.A. and Fondazione Cassamarca with University Ca'Foscari from Venice and University of Udine

Brief Description : Risk management, Corporate Banking, Corporate Finance, Financial Derivates etc,

SEPTEMBER 1997 – MARCH 2003

Degree in Economics: Finance, Banking and Insurance (Bachelor of Economics)

Faculty of Economics, Belgrade University

Social skills and references

One-off scholarship awarded by Government of Norway for exceptional academic results

(Embassy of the Kingdom of Norway in Belgrade)

Authorized mediator and authorized agent in insurance

(License by National bank of Serbia)

SKILLS

Management & Communication



Windows System, Office 365



Languages :

English – Full Proficiency

Germany - Intermediary

Italian - Intermediary

IVAN CVETKOVIĆ

FINANCIAL AND CONTROLLING SPECIALIST

Phone : (381) 60 3863 263, | **Email :** ivancvetkovic.msc@gmail.com, | **Skype :** cvele1978

Address : 30 Ozrenska, 11 000 BELGRADE, SERBIA

ABOUT ME

Ability to identify and expediently resolve problems, both organizational and personnel. Talent for motivating people and teams towards higher production and output. Skilled at developing short and long term planning and managing as well as finely tuning team workload. Thorough understanding of commercial and financial links between a company and its external environment. Good grasp of current world financial climate and markets. Excellent interpersonal communication skills in an international working environment. In line with above-mentioned Ivan has been working more than 10 years in construction business in various sectors of construction companies.

WORK EXPERIENCE

MARCH 2022 – Present

Commercial Project Manager | Belgrade

STRABAG d.o.o. Belgrade

Central Area 3H, Sub-Division MH

Civil engineering, Building construction and Transportation infrastructure

Brief Description : providing of necessary construction and other permissions, negotiations with Employer related to construction works execution and related to contract changes based on the approval of commercial area manager; monitoring of construction works and their execution according to the related legal regulations; employee management in line with technical and economic project goals, proposals for contract signing with Subcontractors and Suppliers in coordination with area management; cash-flow analysis, monthly monitoring of work progress together with project manager, monthly site result analysis, creditors&debtors analysis, checking of incoming/outgoing invoices, site progress control and sire result analysis, implementation of health&safety measures, staff training and other activities from commercial area

APRIL 2017 – FEBRUARY 2022

Finance and Controlling International | Belgrade

Ludwig Pfeiffer Hoch- und Tiefbau GmbH & Co. KG, Kassel - Germany

Brief Description : Creation of controlling department in Pfeiffer Serbia office, creation of report templates on site performance (definition of report form, report content, frequency of reporting etc.) in cooperation with top management (internal income statements for each site, site and country costs, planning of future costs and revenues etc), implementation of internal reports template into reporting software "Luca Net" and presenting various kind of site reports from "Luca Net" to the top management and project managers, organization of training (related to reporting procedure and making of reports) for all project managers at company international sites, work on monthly progress reports for sites -international projects out of EU and microtunneling projects, cooperation with accounting department – generating reports from accounting software on all booked revenues and costs ,checking with project managers whether generated revenues and costs have been booked (assigned) properly to the adequate project, sending orders to accounting department to make necessary corrections of wrong-booked items, reporting to the top management discrepancies between planned and realized costs & revenues and proposal for corrective measures, "Teams" meetings with management and project managers related to analysis of monthly site results, costs & revenues analysis, open items analyses (creditors & debtors) and analysis of overhead costs of sites and countries.

C O U R S E S

Microsoft

Analysing and Visualizing Data with Excel
DAT206x (2018)

Dynamics NAV 2018

Accounting Software

Luca Net. Financial Client

Reporting Software

APRIL 2012 – MARCH 2017

Director of organization and logistic department | Belgrade

Ras Inzenjering Niskogradnja ltd, Gorana Kovacica 23, 11 080 Zemun (Belgrade)

Brief Description : Introduction of new departments within the company, establishing new procedures for existing / new departments, maintenance of continual coordination among various departments, organization of projects support (coordination among projects participants, i.e. coordination among employees, Subcontractors, Engineers and Employers), organization and control of flow of material, equipment and others assets between company and external environment (e.g. sites, external warehouse etc), assistance to the top management in staff selection, continual searching for the means which can improve company efficiency and organization (such as new business software, new accounting software, new work methods etc)

MARCH 2011 – MARCH 2012

Head of Finance for South Eastern Europe | Belgrade

Pfeiffer ltd Belgrade, Daughter Company of Ludwig Pfeiffer GmbH, Kassel, Germany

Brief Description : Organisation of all bookkeeping and tax affairs (VAT reports and control, income tax, importation VAT, custom duties, annual statements, transfer of costs concerning the projects from the German mother company to the bookkeeping of the country etc.), organisation of the bookkeeping in each country in cooperation with local book-keeping agencies, supervising and supporting of bookkeepers of all projects and organisation of the information flow, organisation and registration of permanent establishments or branches or companies if requested by Pfeiffer, organisation of opening, operating and closing bank accounts, e-banking payments, providing of payment information to Germany (bank statements), cooperation with banks, insurance companies, lawyers etc.

NOVEMBER 2007 – FEBRUARY 2011

Commercial & Financial Director of Swietelsky doo| daughter company of Swietelsky GmbH, Linz, Austria |Belgrade

Swietelsky doo, Bulevar Franse D Eperea 88, 11 000 Belgrade

Brief Description : Supplier selection and material purchase, goods import, e-banking payments, VAT control, cost control, budgeting, staff issues (labor contracts preparation, holiday approvals, various certificates etc.), cooperation with banks, cooperation with insurance companies, cooperation with lawyers, cooperation with book-keeping agency, participation in Tender preparation, preparation and control of financial part of Swietelsky and Sub Interim Statements and Final Invoices (according to FIDIC general contract conditions; projects finances by EIB bank), preparing Subcontract agreements, warehouse management, management of company car pool etc.

APRIL 2003 - SEPTEMBER 2005

Acting Director of Concept Line ltd / daughter company of Wiener Staedtische Insurance | Belgrade

Wiener Staedtische Insurance, Belgrade branch – 11 070 Belgrade - 165 g, Bulevar Mihaila Pupina - SERBIA

Brief Description : Managing an insurance agency, budgeting, sales organization, control activities, reporting activities. Risk assessment, sales activities, reports preparation, customer service. Planning, consulting, control, preparing reports.

R E F E R E N C E S

Available upon request.