

CURRICULUM VITAE

1. **Family name:** Rajković
2. **First names:** Dražen
3. **Date of birth:** 12/03/1972
4. **Nationality:** Montenegrin
5. **Civil status:** Married; Father of two children.

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4 jula 59, 81000 Podgorica, Montenegro



6. **Education:**

Institution [Date from - Date to]	Degree(s) or Diploma(s) obtained:
2005 Business School, Faculty of Economics, Montenegro	Business Administration and Entrepreneurship

7. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
B/C/M/S	1	1	1
English	2	2	2

8. **Membership of professional bodies:**

9. Present position: Financial Manager in Non-governmental organisation "Forum MNE" –(Forum of youth and non-formal education)

10. Years within the firm: 13

11. Key qualifications: diligence and devotion to business organization, analytical and organizational abilities, high customer services, managing and supervising personnel (more than 30 employees), committed to work under tight deadlines.

12. Professional experience

Date from - Date to	Company	Position	Description
March 2005 to date	Forum MNE	Financial Manager	<ul style="list-style-type: none"> • Managing accounting • Budgeting • Financial reporting and analyses • Bookkeeping and keeping of bank accounts • Liaison with officials • Financial Administration
July 2007 to Dec 2017	Centre for Sustainable Tourism Development – Montenegro Adventures, NGO	Financial Manager	<ul style="list-style-type: none"> • Managing accounting • Budgeting • Financial reporting and analyses • Bookkeeping and keeping of bank accounts • Liaison with officials • Financial Administration
December, 2000 to September 2004	Mil-Pop, Wholesale of cosmetics	Retail Trade Manager	<ul style="list-style-type: none"> • Managing wholesale and retail trade • Managing goods circle and introducing new products • Customer services • Improving sale and services • Managing and supervising personnel (over 30 employees) • Training personnel • Maintenance and keeping records of store • Processing portfolio of 600 clients for short term loans for goods
October 1998, to March 1999	Ahil, Wholesale of products for mass consumption	Commercialist	<ul style="list-style-type: none"> • Managing wholesale and customer services • Improving sale • Analyzing of the retail sector

<i>August 1995 to October 1998</i>	<i>DOO Ražnatović, Wholesale of products for mass consumption</i>	<i>Commercial Director</i>	<ul style="list-style-type: none">• Managing wholesale and retail trade• Improving sale and services• Managing and supervising personnel (up to 20 employees)• Training personnel• Maintenance and keeping records of sale• Processing of short term loans for goods
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13. Other relevant information (eg, Publications).