**Curriculum Vitae**

|  |
| --- |
|  |
|

|  |  |
| --- | --- |
| ***Personal information*** |  |
|  |  |
| **First name/ Surname** | Ema Sulce  |
|  |  |
| **Address** | Internacionalnih brigada 185 Kragujevac,Serbia |
| **Mobile phone** | 00381655069063 |
| **Email address** | ninadazdina@yahoo.com |
| **Nationality** | Serbian |
| **Date of birth** | 12/03/79 |
| ***Work experience*** |  |
| **Occupation or position held** | Procurement Operations buyer for UK and Ireland  |
|  | March 2014 till now  |
| **Occupation or position held** | Project management and reporting specialist- IBM Bulgaria-January 2013 till march 2014 |
|  | January 2011- January 2013 |
| **Occupation or position held** | Procurement Operations buyer for Croatia,Serbia and Slovenia |
| **Name of employer** | IBM Bulgaria |
|  |  |
| **Date** | October 2009- January 2011 |
| **Occupation or position held** | Agent in fraud department(risk analyst)(checking agreements ,checking validity of personal documents of clients , stopping any kind of fraud activity ) |
| **Name of employer** | Playtech Israel |
|  |  |
| **Date** | 2005-2006  |
| **Occupation or position held** | Salesclerk |
| **Name of employer** | Akcent |
|  |  |
| **Date** | 2003-2005 |
| **Occupation or position held** | Supervisor |
| **Name of employer** | Hotels Malta |
|  |  |
| **Date** | 2000-2003 |
| **Occupation or position held** |  |
| **Name of employer** |  |
|  |  |
|  |  |
| **Date** |  |
| **Occupation or position held** |  |
|  |  |
|  |  |
| ***Education and training*** | 1997-2000 |
|  | Faculty of Science „Atomic and Nuclear physic “ |
| **Date** | 1993-1997 |
|  |  |
| **Name of organization providing** | High school “Prva Kragujevacka Gimnazija” |
| **standing** |  |
| **education and training** | English and French Language  |
|  |  |
|  |  |
| **Date** |  |
| **Name of organization providing** | TEFL certificate Teaching English as Foreign Language |
| **education and training** |  |
|  |  |
| **Languages** |  |
|  |  |
|  **Serbian** | Good spoken and written |
| **Croatian** | good spoken and written |
| **English** | good spoken and written |
| **Bosnian** | good spoken and written |
| **Macedonian**  | good spoken and written |
| **Bulgarian**  | good spoken and written |
| **Slovenian** | Good written ,intermediate |
| **Slavakian,French ,German**  | Good written ,intermediate |
| **Arabic ,Maltese** | Basic  |
| **Other** | big responsibility for any work and engagements |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

 |