

PERSONAL INFORMATION

Tarik Džambegović



Travnik, Bosnia and Herzegovina

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Tarik Džambegović

+387 61 984 707

Gender: Male | Date of birth March 11th 1989 | Nationality BiH

WORK EXPERIENCE

01 June 2011 - today

Head of Quality Board

University of Travnik, Faculty of management and business economics; www.fmpe.edu.ba;

- quality assurance;
- preparation of rule books and other documents concerning quality procedures;
- ensuring quality procedures are done correctly;
- reporting to the Dean;
- performing and analyzing surveys;

01 September 2013 - today

Senior assistant

University of Travnik, Faculty of management and business economics; www.fmpe.edu.ba;

- prepares and preforms lectures;
- helps professor in preparing lectures;
- participate in performing exams;
- consults with students;
- participates in work of expert committees;
- works on self-improvement in order to achieve higher academic degree;
- participates in implementation and management of international projects;

01 March 2011 – 01 March 2013

Assistant Accountant

University of Travnik, Faculty of management and business economics; www.fmpe.edu.ba;

- participate in ad hoc duties and projects as required by the Company Accountant;
- manage monthly credit controls;
- creditor and debtor reconciliations on a timely basis;
- reconciliations to the GL and assisting with month end reporting and management accounts.

01 October 2011 – today

Project manager for Faculty of management and business economics

University of Travnik, Faculty of management and business economics; www.fmpe.edu.ba;

- prepares project documentation;
- implementation of granted projects;
- forming teams for implementation;
- manage budget and schedule;

EDUCATION AND TRAINING

01 Nov 2010 – 05 Aug 2013

Master of economy in financial management (summa cum laude)

University of Travnik, Faculty of management and business economics;

01 Oct 2007 – 28 Oct 2010

Bachelor of economy in management (summa cum laude)

University of Travnik, Faculty of management and business economics;

15 Nov 2014 - today

Obtaining the title Certificated accountant

The Association of Accountants and Auditors of Republic of Srpska

01 Sep 2003 – 01 June 2007

High school (valedictorian)

High School Travnik

PERSONAL SKILLS

Mother tongue(s)	Bosnian;				
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English;	C2	C1	C1	C2	C1

Communication skills ▪ excellent communication skills achieved during several years of work in educational process and work in teams;

Organizational/managerial skills ▪ leadership;
 ▪ presentation skills;
 ▪ financial analysis;
 ▪ organizational skills;
 ▪ planning and time management;

Job related skills ▪ project management and quality assurance in companies;
 ▪ control and implementation of quality assurance policies;
 ▪ technical editor of rule books;
 ▪ schedule and time management for lectures and exams;
 ▪ IT system administrator;

Computer skills ▪ excellent knowledge of Microsoft Office™ software (Word, Excel, Project, Access, Powerpoint,...)
 ▪ excellent knowledge of graphic design software (CorelDraw, Adobe Photoshop, Adobe InDesign, Macromedia Fireworks,...)
 ▪ excellent knowledge of audio-video software (Sony Vegas, Sony SoundForge);
 ▪ very good knowledge of most of the other application software;
 ▪ excellent knowledge of computer hardware;

Other skills ▪ amateur trombone and saxophone player;
 ▪ recreative mountain cyclist, skier and tennis player;

Driving licence ▪ B, BE, B1 (car, car with a trailer, small motorcycle);

ADDITIONAL INFORMATION

- Certificate of completion of course of English language first (I) degree – 26/06/2010;
- Certificate of completion of workshop of internal quality insurance and preparation of Selfevaluation report – 29/10/2010;
- Certificate of completion of course of English language second (II) degree – 26/06/2011;
- Certificate of completion of course of English language third (III) degree – 26/06/2011;
- Certificate of completion of two month computer course CEM – september and october 2011;
- Certificate of completion of course of German language first (I) degree – 12.01.2012.;
- Certificate of completion of course Project Cycle Management (PCM) for preparing projects for EU funds – 29/09/2012;
- Certificate of participation on 4th International Scientific Expert Symposium „Innovation in education, business and tourism in the function of overcoming crisis and acceleration of development“ – 18/05/2013;
- „Service learning as an innovative method of learning and possibilities of application in faculties of social science in Bosnia and Herzegovina“, University Chronicle, University of Travnik, Travnik, june, 2013;
- „The role of bond issue in development of local communities“, University Chronicle, University of Travnik, Travnik, december, 2013;
- Member of Management Board of Musical Society Travnik, 2012 – today;
- Festival of brass bands FB&H, Project manager for planning and implementation of project (2012-2014);
- Clarinet congress, Project manager for planning and implementation of project (march, 2015.);
- Award for pupil of the generation 2006/2007;
- Award for student of generation 2009/2010;
- President of Association of musical employees 07/2015 – 04/2016;