

CURRICULUM VITAE

PERSONAL INFORMATION

Full Name: Alenka Pejić

Date and Place of Birth: September 8, 1983, Slavonski Brod

Address: Murine, Galići 48t, 52470 Umag

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EDUCATION

2002 – 2008

Faculty of Economics, Rijeka

Qualification: Graduate Economist (Master's degree in Economics)

1997 – 2002

General Gymnasium, Buje

WORK EXPERIENCE

June 2008 – Present

Špina d.o.o.

Position: Procurement Officer

- Supplier management
- Organizing loading and transport orders
- Order control and order confirmations
- Handling complaints
- Creating and updating price lists
- Distribution of promotional materials to showrooms
- Cooperation with freight forwarders / Intrastat
- Internal documentation
- Creating outlet offers and retail/wholesale promotions
- Preparing and updating product lists
- Calculations and invoice printing for warehouse
- Preparing purchase orders for suppliers
- Monitoring certification documentation

June 2006 – November 2007

Aluflexpack d.o.o.

Position: Sales Officer

- Contact with suppliers and customers
- Collecting orders, dispatch and receipt of goods
- Contract preparation
- Monitoring production plans
- Stock control
- Administrative tasks

SKILLS

Languages:

- English – Fluent
- Italian – Fluent

Computer Skills:

- Excellent knowledge of Windows and MS Office package
- Internet proficiency

OTHER

- Category B driving license
- Communicative, reliable, adaptable to new situations
- Motivated for professional development, work, and continuous learning