

Nedina Mehmedovic

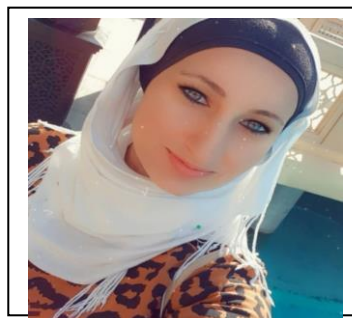
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E-mail: nedina.mehmedovic@yahoo.com

Nationality: Bosnian

Passport No.: A1053906

Date of Birth: 17 Nov. 1985



Possessing Dubai Residential Visa

OBJECTIVE

Possessing a wide knowledge base and strong educational background together with teamwork experience, which requires good judgment and the ability to carry out job experiments. Experienced in business management, credit risk, account management, event organization and coordination, project development, implementation and execution, banking and marketing. Recent employed in a position utilizing extensive general management, account skills and experience in the consultancy industry. Aspire to start a challenging career with a company that offers genuine opportunities. Very ambitious, self-motivated and loves challenge.

EDUCATION

2011 – Current Masters of Science in Finance and Banking, IIUM

2005 -2010: Bachelor of Economics and Management Sciences (department of Business Administration – specialization in Finance), International Islamic University Malaysia.

2001-2005: High School education Diploma – Medresa “ Osman -ef. Redzovic” High School in Visoko, Bosnia and Herzegovina.

1993-2001: Primary school – Hauptschule Gmunden in Gmunden, Austria

WORK EXPERIENCE

- **General Manager** (April 2015 – Present)

Kids Zone Dubai

Green Community, Dubai Investment Park

Souk Al Bahar/Dubai Mall

Carrefour Market Dubai Investment Park

Job description:

- Project Management
- Project Design
- Project Development
- Project Implementation
- Supplier Management
- Recruiting new employees,
- Job Trainings and leadership
- Identifying new business opportunities,
- Handling budgets,
- Promoting the company
- Managing smooth day to day operation
- Managing events and activities
- Marketing and marketing strategies

- Communicating with the customers
 - Ensuring a high level of customer service
 - Implementing company policies.
 - Risk analysis
 - Industry analysis
 - Financial analysis
 - Calculating ratios
 - Accounting
 - Filing Tax Returns
 - Social Media advertising and Marketing strategies planning
- **General Manager** (April 2015 – 2018)
Boogie Babies Dubai
Green Community, Dubai Investment Park
 - Communicating with the customers
 - Recruiting new employees,
 - Identifying new business opportunities,
 - Handling budgets,
 - Promoting the company
 - Ensuring a high level of customer service
 - Implementing company policies.
- **Account manager** (April 2010- July 2011)
Sai Kris Consultancy Sdn. Bhd.
No. 117, Jalan Terasik,
Bangsar Baru ,
59100 Kuala Lumpur .
Tel : +603 2287 1171
Fax : +603 2287 1172
www.saikris.com

Job description:

- Preparing Credit Proposals for SME's
 - Risk analysis
 - Industry analysis
 - Financial analysis
 - Calculating ratios
 - Communicating with the customers
 - Sending proposals for acceptance to the bank.
- **Credit Analyst** (april 2009 – july 2009)
Adress: NLB Tuzlanska banka d.d. Tuzla
Marsala Tita 34
75000 Tuzla Bosnia and Herzegovina

Tel: +38735259259 Fax: +38735259259
Website: www.nlbuzlanskabanka.ba

Job Description:

- Issuing credits
- Opening transaction accounts
- Various payments for the customers

- Issuing credit cards and debit cards
 - International transactions
 - Archiving credits
 - Consultations with the back office
 - Risk analysis and credit evaluation
 - Back office admin and filing
- **Marketing research consultant** (May 2008 – June 2008)
 Address: Kavaq Business Intelligence (M) Sdn Bhd (622735-K)
 Suite 11.03 - 11.05 Wisma Cosway
 Jalan Raja Chulan 50200 Kuala Lumpur Malaysia

 Tel: +603 2116 3560 Fax: +603 2143 3955
 Website: www.Kavaq.com

Job Description:

- Conducting surveys through a combination of direct personalized and professional conversations combined with highly effective communication skills.
 - Working hand-in-hand with sales team to coordinate events and create customer awareness
 - Creating a first-class level of customer service
 - Intensive research and interviews are conducted to keep business up to date.
 - Listening to customers' pain and problems and providing them with solutions.
- **Financial Adviser** (August 2005 – July 2007)
 Address: Casa di Napoli – Italian Restaurant
 Bandar Baru Klang

 Tel: +603 33433072

Job Description:

- Ensure that restaurants operate efficiently and profitably while maintaining good reputation and ethics.
- Taking responsibility for the business performance of the restaurant.
- Analyzing and planning restaurant sales levels and profitability.
- Organizing marketing activities, such as promotional events and discount schemes.
- Preparing reports at the end of the shift/week, including expenses and sales.
- Creating and executing plans for department sales, profit and staff development.

COCURRICULAR ACTIVITIES

- Best Employee training award, Kids Zone Dubai
- 10 years of Kids Zone leadership best leadership award 2019, Souk Al Bahar
- Participated in Baktisiswa – community work in Kg. Syed Omar, Perlis, 2008
- Contribution as participant in Nusaibah family day 2007/08
- Awarded for participation and commitment as participant of the Bukit Batu Tabor practical outing 1 for recreation skill course 2008
- Award for beauty, Miss Mahallah Nusaibah 2008
- Leadership and Professionalism Training Course, IIUM, 2007
- Participation in sister futsal tournament, IIUM sports carnival, 2007
- Participated in Marching, IIUM sports carnival, 2007
- Participated in Basketball, IIUM sports carnival, 2007

- Attended The Unity Is Strength Prayer, and associate member of the foundation Mankind is one- love, truth and righteousness, Time Square, 2006
- Dean list student in Primary School and award for participating in co-curricular activities “ Osnovna skola Memici” in Kalesija, Bosnia and Herzegovina, 2001
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PERSONAL QUALITIES AND SKILLS

- Excellent business and academic writing skills.
- Solid knowledge of the marketing processes including strategy planning, campaign development, promotional strategies, video production and advertising.
- Excellent communication and presentation skills.
- Computer: excellent knowledge of Microsoft Office, Powerpoint, Excel, Photoshop
- Ability to prioritize and organize tasks and various projects effectively.
- Ability to work effectively in a team oriented environments and support team's goals and objectives.
- Strong professional ethics.
- Ability to work independently.
- Ability to learn fast
- Very competent.
- Ability to work under pressure.
- Enjoys challenge

LANGUAGES

Proficient in:

- English,
- Bosnian
- Croatian
- Serbian

Fair knowledge of:

- German
- Arabic

REFERNCES

Muaz Hawari – Director
 Souk Al bahar
 Downtown Dubai
 H/P : 050 460 3893
 E-mail: muaz.ha@kidszone.ae
 Web adress: <http://www.kidszone.ae>

UMA - Senior Account Manager (Banking)
 No. 117, Jalan Terasik,
 Bangsar Baru ,
 59100 Kuala Lumpur .
 H/P : 012 - 3315 161
 Tel : +603 2287 1171
 Fax : +603 2287 1172
 E-mail: uma@saikris.com
 Web adress: <http://www.saikris.com/>

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 NLB Tuzlanska banka d.d. Tuzla
 Marsala Tita 34
 75000 Tuzla Bosnia and Herzegovina
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