

Derjana Zeka

(Decembar 25th, 1994)

Student of Law



Contant Info

Address: Generala Zdanova 33/76
11070 New Belgrade
Phone: + 381 (0) 62 1552073
Email: thankyou314@hotmail.com

Work

- I worked (The Hague, Netherland, 2013.) at the Church. I got more work's experiences because I had contact with different people and it was very important to me. I had responsibilities like work in administration. In that job included: word processing; letter writing; dealing with email enquiries; creating and maintaining filing systems; keeping diaries and arranging appointments.
- The next job I had was job as housekeeper (The Hague, Netherland, 2013). My job required work about 5 hours and I needed to clean rooms, taking care of various risks, to vacuum clean carpets, rugs and draperies, dust and polish furniture and fittings dispose of trash in a sanitary manner tidy up rooms iron and press clothing and line maintain all equipment and cleaning materials in a safe and sanitary working condition.
- After that, I had new job. (Serbia, 2014) That was Babysitting. I needed to take care about children (4 to 8 years). I needed to: Prepare formulas for infants and snacks for toddlers / children, arrange formulas and change diapers, teach basic language and math lessons, organize and take part in leisure activities such as games, crafts, comics, outings and exercise, discipline children in keeping with the methods requested by the parents, maintain a clean and healthy environment inside the home, take care of the emotional comfort of children, perform light housekeeping and running errands tasks, handle basic ground-keeping and pet care duties.
- I worked in a farm (Zadar, Croatia, 2014.). I needed to pick fruits, clean a garden, sort fruits.
- Also I worked as assistant at University (2016). That job included work with students.
- Since August 2017. until December 2017. I worked at the farm in Germany.

Education

High School

Gymnasium "Zivorad Jankovic sa domom učenika"
Temerinska 28, 21000 Novi Sad
Serbia

(I finished general Gymnasium)

University

The Faculty of Law- John Naisbitt
Bulevar umetnosti 29,
11070 New Belgrade
Serbia

*(I finished third year and now I am 4th grade.
Current success 9,95))*

Skills

Computer Skills

Windows, Computer Essentials, MS Word, module Word Processing, MS Excel, Spreadsheets, MS Outlook, Online Essentials, MS PowerPoint, Adobe Photoshop (basic). I also have experience with completely installation all kind of Windows. After all, I am good also with: Email, Hardware, Installation, Internet, Tech Support.

Language Skills

English (good)

German (basic)

Croatian (verygood)

Personal Skills

Accurate, Adaptable, Alert, Ambitious, Amiable, Articulate, Assertive, Broad-minded, Businesslike, Calm, Capable, Careful, Confident, Conscientious, Cooperative, Dedicated, Dependable, Determined, Efficient, Energetic, Enterprising, Flexible, Hardworking, Honest, Independent, Motivated, Optimistic, Enjoy working / being with people, Practical, Productive, Realistic, Reliable, Resourceful, Responsible Versatile, Communicate, Analyze, Creativity, Order Goods/Supplies, Decision Making, Adapt to Situations, Learn Quickly, Helpful Organize, Motivate, Others Service Customers, Listen, Punctual, Loyal.