

Europass Curriculum Vitae	
Personal information	
First name(s) / Surname(s)	Žaklina Deretić
Address(es)	Braće Gubića 136, Herceg-Novi, Montenegro
Telephone(s)	+382 (0)68 466 348
E-mail	zaklina.deretic@bencomltd.com
Date of birth	November 13 th 1986
Gender	Female
Citizenship	Montenegrin
Desired employment / Occupational field	Audit, Accounting, Consulting, Corporate finance
Work experience	
	NACIONALNO SERTIFIKACIONO TIJELO MONTECERT" doo Herceg Novi
Dates	December 2016-present
Occupation or position held	Director
Main activities and responsibilities	<ul style="list-style-type: none"> ▪ Maintaining the general ledger and journal i.e. the main financial bookkeeping in accordance with analytic chart of accounts ▪ Procurement and material accounting ▪ Keeping analytical evidence of fixed assets and small inventory with calculation of depreciation i.e. correction of values ▪ Keeping analytical evidence of buyers and suppliers and the other liabilities and receivables ▪ Creation of financial statements (annual reports), i.e. the other reports (balances), mandatory by the law, in compliance with set deadlines on regulated forms according to provisions of legal regulations and secondary legislation and timely submission to competent authorities. ▪ Calculation of income tax in accordance with existing regulations in Montenegro ▪ Calculation of property tax in accordance with existing regulations in Montenegro ▪ Compliance and submission of annual personal income tax declaration ▪ certification services: quality management systems (according to MEST EN ISO 9001: 2016), environmental management systems (according to MEST EN ISO 14001: 2016), occupational health and safety management system (according to MEST OHSAS 18001: 2010), food safety management systems (according to ISO 22000), information security management systems (according to ISO / IEC 27001), energy management systems (according to ISO 50001) and HACCP system (as per CAC / RC 1-1969, Rev. 4 2003) ▪ Vendor verification and evaluation services according to different criteria (ISO standards, industry standards, contracts, etc.).
Name and address of employer	Nacionalno sertifikaciono tijelo Montecert d.o.o. Herceg-Novi Accredited certification body for conformity assessment Tel: + 382 (0) 67 221 568 Email: zaklina.deretic@bencomltd.com
	Perspektiva konto d.o.o. Herceg-Novi
Dates	March 2015 – December 2016

Occupation or position held	Director
Main activities and responsibilities	<ul style="list-style-type: none"> ▪ Maintaining the general ledger and journal i.e. the main financial bookkeeping in accordance with analytic chart of accounts ▪ Procurement and material accounting ▪ Keeping analytical evidence of fixed assets and small inventory with calculation of depreciation i.e. correction of values ▪ Keeping analytical evidence of buyers and suppliers and the other liabilities and receivables ▪ Creation of financial statements (annual reports), i.e. the other reports (balances), mandatory by the law, in compliance with set deadlines on regulated forms according to provisions of legal regulations and secondary legislation and timely submission to competent authorities. ▪ Calculation of income tax in accordance with existing regulations in Montenegro ▪ Calculation of property tax in accordance with existing regulations in Montenegro ▪ Compliance and submission of annual personal income tax declaration
Name and address of employer	Perspektiva konto d.o.o. Herceg-Novi Accounting and consulting agency Herceg-Novi, Prizrenska 19 Tel: + 382 (0) 31 331 860
	Business line d.o.o. Herceg-Novi
Dates	October 2013 – March 2015
Occupation or position held	Accountant
Main activities and responsibilities	<ul style="list-style-type: none"> ▪ Maintaining the general ledger and journal i.e. the main financial bookkeeping in accordance with analytic chart of accounts ▪ Procurement and material accounting ▪ Keeping analytical evidence of fixed assets and small inventory with calculation of depreciation i.e. correction of values ▪ Keeping analytical evidence of buyers and suppliers and the other liabilities and receivables ▪ Creation of financial statements (annual reports), i.e. the other reports (balances), mandatory by the law, in compliance with set deadlines on regulated forms according to provisions of legal regulations and secondary legislation and timely submission to competent authorities. ▪ Calculation of income tax in accordance with existing regulations in Montenegro ▪ Calculation of property tax in accordance with existing regulations in Montenegro ▪ Development of periodic financial reports (at the bank's request, upon the request of tax legal persons due to loan contracts etc.) ▪ Compliance and submission of annual personal income tax declaration
Name and address of employer	Business line d.o.o. Herceg-Novi Accounting and consulting agency Herceg-Novi, Prizrenska 19 Tel: + 382 (0) 31 331 950 Email: office@bencomltd.com
	Bencom d.o.o. Herceg Novi
Dates	January 2010 – October 2013
Occupation or position held	Accountant

Main activities and responsibilities	<ul style="list-style-type: none"> ▪ Maintaining the general ledger and journal i.e. the main financial bookkeeping in accordance with analytic chart of accounts ▪ Procurement and material accounting ▪ Keeping analytical evidence of fixed assets and small inventory with calculation of depreciation i.e. correction of values ▪ Keeping analytical evidence of buyers and suppliers and the other liabilities and receivables ▪ Creation of financial statements (annual reports), i.e. the other reports (balances), mandatory by the law, in compliance with set deadlines on regulated forms according to provisions of legal regulations and secondary legislation and timely submission to competent authorities. ▪ Calculation of income tax in accordance with existing regulations in Montenegro ▪ Calculation of property tax in accordance with existing regulations in Montenegro ▪ Development of periodic financial reports (at the bank's request, upon the request of tax legal persons due to loan contracts etc.) ▪ Compliance and submission of annual personal income tax declaration
Name and address of employer	<p>Bencom d.o.o. Herceg Novi Accounting and consulting agency Herceg Novi, Prizrenska 19 Tel: + 382 (0) 31 331 860, Email: stevo.miseljic@bencomltd.com</p>
Education	
Dates	September 2009 - June 2010
Title of qualification awarded	Master of Economics Sciences
Principal subjects/occupational skills covered	Finance and banking
Name and type of organisation providing education and training	School of Economics – University of Montenegro
Level in national or international classification	Level VIII in the national classification
Dates	September 2005 – July 2009
Title of qualification awarded	Graduated economist – Banking
Principal subjects/occupational skills covered	Analysis of stock market operations, fiscal economics, banking management
Name and type of organisation providing education and training	School of Economics – University of Montenegro
Level in national or international classification	Level VII in the national classification
Dates	September 2001 – June 2005
Title of qualification awarded	Graduated Middle School of Economics Ivan Goran Kovačić in Herceg Novi
Principal subjects/occupational skills covered	Mathematics and economics
Name and type of organisation providing education and training	Middle School Ivan Goran Kovačić in Herceg Novi
Level in national or international classification	Level IV in the national classification
Personal skills and competences	
Mother tongue(s)	Serbian

Other language(s)										
Self-assessment	Understanding				Speaking				Writing	
European level (*)	Listening		Reading		Spoken interaction		Spoken production			
English	1.	good	1.	good	1.	good	1.	good	1.	good
Italian	2.	good	2.	good	2.	good	2.	good	2.	good
Social skills and competences	Communicative, responsible, reliable, initiative, open for new challenges, individual and team worker, creative, patient, sense of cooperation									
Organisational skills and competences	Organizational planning, decision-making skills, good leader									
Technical skills and competences	Presentation equipment, digital equipment, etc.									
Computer skills and competences	Microsoft Office (proficient user)									
Other skills and competences	Oratory skills, writing skills									
Driving licence	Driving license "B"									