



JELENA JANKOVIC

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KEY SKILLS

- Budgeting
- Strategic and Business Planning
- Statutory Accounting
- Risk Management
- Business Strategy
- Statistics
- P&L
- International Financial Reporting Standards (IFRS)
- Sales Force

Experienced Financial Specialist looking to bring increasing leadership and strong customer care. Committed to effective team building and strong client relations, yet proficient at working independently, handling simultaneous projects, and meeting deadlines. Self-starter with accounting, administrative and management experience.

WORK EXPERIENCE

Porto Montenegro, Tivat, Montenegro

Feb 2017 – ongoing

Senior Accountant & Financial Force Specialist

- Developed procedures for new accounting software Financial Force and Sales Force and saved 10 hours a week in staff hours
- Managing a team of XXX accounts assistants and interns to ensure all deadlines were met on time
- Analyzing the effect of statutory accounting practices and studying regulations and guidance to ensure correct application of Generally Accepted Accounting Principles
- Participating in strategic financial projects including upgrades/phase-two implementation of ERP software
- Design and implementation of financial reporting on all levels in Sales Force
- Preparation, review and analysis of statutory, IFRS and Tax financial statements, monthly and annual budget reporting
- Development and implementation of fixed asset module

March 2012 – Feb 2017

Accountant

- Account assignment and booking of purchasing invoices and their formal and substantial control
- Issued sales invoices
- Communicated with suppliers regarding invoicing, payments and mutual balance reconciliations
- Reconciling, monitoring and reporting bank account transactions and balances liaising with banks
- Prepared and performed e-banking payment as-well as documents necessary for inter-company netting-off
- Prepared VAT and other tax returns and preparation of statutory report
- Aided external auditors designing and performing interim and substantive audit procedures

EDUCATION

University of Montenegro Faculty of Economics

Podgorica,
Montenegro
2007-2011

Master in Economics,
International
Economics

University of Montenegro Faculty of Maritime Studies

Kotor, Montenegro
2003-2007

Bachelor of Science,
Maritime Management

CERTIFICATES

Institute of Certificate Accountants and Auditors of Montenegro

Podgorica,
Montenegro – in progress

Institute of Accountants and Auditors of Montenegro

Podgorica,
Montenegro
December 2012,
Certificate-Accounting

University of Montenegro, Institute of Foreign Languages

Podgorica,
Montenegro
July 2011, English
language Course, 3rd
level

Adizes Southeast Europe Institute

Novi Sad, Serbia
November 2008,
Manager Certificate –
Management and
Consulting, Project
Management,
Leadership, Marketing
and Communications

LANGUAGES

- Montenegrin (native)
- English (fluent)

Statistical Office of Montenegro – MONSTAT, Podgorica, Montenegro

April 2011-April 2011

Municipal Census Instructor

- Controlled enumerators and enumeration sheets
- Reviewed data obtained from interview for completeness and accuracy
- Reported to supervisor daily

JP Radio televizija Niksic, Niksic, Montenegro

April 2009-April 2010

Accounting and Finance Trainee

- Assisted in various areas including invoicing, expense claims, making payments
- Covered for other staff in the accounting and finance team
- Performed various administrative tasks
- Prepares VAT and other tax returns
- Communicates with suppliers regarding invoicing, payments and mutual balance reconciliations
- Keeping of the Company's petty-cash
- Account assignment and booking of purchasing invoices
- Issues sales invoices

Property Service d.o.o., Kotor, Montenegro

(project office and real estate agency)

September 2007-April 2008

Administration, Finance and Accounting Officer

- Served as liaison with clients and various authorities resolving wide-range administrative, tax and legal issues
- Prepared drafts, agreements and other related documents, handled correspondence
- Performed all bookkeeping tasks

OTHER INFORMATION

- Operating system: MS Windows
- Common tools:
 - MS Office
 - Internet access tools
- Extensive experience with numerous accounting software applications
- Driver's license B