



Curriculum Vitae

Surname/name	Djikanovic Ljubica
Adress	Bar , Montenegro
Nationality	Montenegro
Gender	Female
Current	Global Advisor LTD, Owner
Working experience	
Period	Nov 2000 -Sep 2009
Position	Senior Accountant, Chief of Accounting Department
Main activities and responsibilities	Managing and overseeing the entire accounting team, Conducting all necessary trainings to keep the team's skills and knowledge up to date, Ensuring that all necessary documents are requested, collected, and compiled, Advise business regarding the tax code, Oversee the processing of state and federal payroll taxes, Monitoring and mentoring/training junior staff, clerks, and bookkeepers, Detecting and address potential compliance issues proactively, Maintain compliance with all state and federal regulations at all times, Maintain constant communication with IRS, State Agencies and all other institutions; See that tax consults and onboarding procedures are in place; Maintain highly organized and updated client files
Name and adress of Company	Port of Bar JSC
Branche	Accounting
Period	March 2010 –Oct 2014 –company merger with Global Point LTD
Position	Owner
Main activities and responsibilities	Accounting, consulting services, incorporation of companies, working permits for foreign citizens, tax controlling, consulting, labour consulting, audit, other business services by demands of clients.
Name and adress of Company	Accounting Agency Superior LLC
Branche	Accounting services
Period	October 2009 – March 2014
Position	Internal Auditor

Main activities and responsibilities	Internal audit				
Name and adress of Company	Container Terminal and General Cargo Bar JSC(GLOBAL PORTS TURKEY)				
Branche	Internal Audit				
Education					
Period	Sept 1996- May 2000				
Branche	Economy				
Skills and knowledge	Finance, Accounting and Financial Management Services				
University	University of Economics Podgorica				
National or intrernational qualification	Bachelor Degree in Economics				
Period	Sept 2002 – March 2007 (delayed because of maternity period)				
Branche	Masters of Economic Science				
Skills and knowledge	International Marketing, International Management				
University	The University of Belgrade, Faculty of Economy- Belgrade, Serbia				
National or intrernational qualification	Masters of Science				
Period	Sept 2010- Feb 2011				
Branche	Certified Accountant				
Skills and knowledge					
University	Institute of Certified Accountants MNE				
National or intrernational qualification	CA				
Period	Oct 2011- March 2012				
Branche	Certified Internal Auditor				
Skills and knowledge					
University	Institute of Certified Accountants MNE				
National or intrernational qualification	CIA				
Self-assessment (1 – excellent; 5 – basic)	Listening	Reading	Spoken interaction production	Spoken	Writing
English	C1	C1	C1	C1	C1
Russian	A2	A2	A2	A2	A2
Social skills and competences	<ul style="list-style-type: none"> • Work with different clients and stakeholders • Work within social networks • Communication skills • Negotiations • Team building 				
Technical skills and competences	<ul style="list-style-type: none"> • Project management • Communication strategy • Marketing plan • Presentation skills 				
Computer skills and competences	<ul style="list-style-type: none"> • STATA, SPSS Microsoft Office: Word, Power Point, Excel;accounting software Pantheon. 				