



Curriculum Vitae

Surname/name	Djikanovic Ljubica
Adress	Bar , Montenegro
Nationality	Montenegro
Gender	Female
Current	Global Advisor LTD, Owner ,Accounting, Audit and consulting, 2010-
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 LTD
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 Economic Sciences-International management and marketing
Period	Sept 2010- Feb 2011
Branche	Certified Accountant
University	Institute of Certified Accountants MNE
National or intrernational qualification	CA

Period	Oct 2011- March 2012				
Branche	Certified Internal Auditor				
University	Institute of Certified Accountants MNE				
National or international qualification	CIA				
LANGUAGES					
	Listening	Reading	Spoken interaction	Spoken production	Writing
Italian	B1	B1	B1	B1	B1
English	C2	C2	C2	C2	C2
Russian	A2	A2	A2	A2	A1