

DIJANA RAĐO

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Personal Details

Date of Birth December 1st, 1994
Place of Birth Niš, Serbia
Driving License B1, B Category/Clean
Health Excellent; non-smoker

Education

Nov 2017 **School of Economics and Business Sarajevo**
To *University of Sarajevo*
Present(2018) Doctoral (PhD) Programme – Accounting and Auditing

1st Year

Oct 2015 **School of Economics and Business Sarajevo**
To *University of Sarajevo*
Sep 2017 *Graduate/Masters Programme – Accounting and Auditing*

1st Year (Semester 1&2)
2nd Year (Semester 3&4)

Average grade: 9.40
ECTS points: 120,00

Okt 2015 **Edukacijski Fakultet u Travniku**
Do *University of Travniku*
Jun 2018 *Graduate/Masters Programme – Management in Sports*

1st Year (Semester 1&2)
2nd Year (Semester 3&4)

Average grade: 10.00
ECTS points: 120,00

Oct 2012 **School of Economics and Business Sarajevo - Griffith College Dublin**
To *University of Sarajevo*
May 2015 *Undergraduate/Bachelor Programme – Business Studies*

1st Year (Semester 1&2)
2nd Year (Semester 3&4)
3rd Year (Semester 5&6) at Griffith College Dublin, Ireland

Average grade: 7.78
ECTS points: 180,00

Aug 2008 **Quality School International Sarajevo (QSI)**
To *Sarajevo, Bosnia and Herzegovina*
Jun 2012 *High School (Second level)*

9th Grade (Second level)
10th Grade (Second level)
11th Grade (Second level)
12th Grade (Second level)

Final grade: GPA 3.70

Aug 2006 **Quality School International Sarajevo (QSI)**
To *Sarajevo, Bosnia and Herzegovina*
Jun 2008 *Middle School*

VI – VIII grade

Sep 2001 **Petar Petrović Njegoš**
To *Belgrade, Serbia*
Jun 2006 *Elementary School*

I – V grade

Language Skills

Bosnian Fluent, speak, read, and write

English Fluent, speak, read, and write

Oxford Online Placement Test

Date Taken: 04/06/2014

Score: 93

CEF: C1

TOEFL (Test of English as a Foreign Language)

Date Taken: 14/10/2011

Total Score: 83

German Speak, read, and write

Work Experience

Apr 2016 **Internship**

To *STARline Mercedes-Benz*

May 2016 *Vogošća, Bosnia and Herzegovina*

Position: Administrative assistant

Nov 2016 **Working**

To *Bosnalijek*

Sep 2017 *Sarajevo, Bosnia and Herzegovina*

Position: Accountant (Department for Corporate Finance)

Oct 2016 **School of Business and Economics**

To *University of Sarajevo*

Sep 2018 *Sarajevo, Bosnia and Herzegovina*

Position: Teaching assistant (Demonstrator)

Department: Accounting and auditing

Subjects:

- Accounting of financial institutions (10/03/2016 - 01/01/2017),
- Financial accounting (02/20/2017 - 06/03/2017),
- Accounting of financial institutions (III year, VI semester, 2017/18).

Present (2018) Sarajevo, Bosnia and Herzegovina

Part of ERASMUS + project "INCLUSION," within the team of the University in Travnik, financed by the European Union, which deals with building higher education capacities and the strategy for the development and integration of social measures in Armenia and Bosnia and Herzegovina through interregional cooperation. (Development and integration of social dimension strategies in Armenia and BiH through cross-regional peer learning ").

An active researcher in the process of mobilizing properties in Armenia and Bosnia and Herzegovina through the implementation of social dimensions, i.e. strategy through knowledge transfer. A special administrative-technical part is reflected in the part of the financial management of the project, in which is a significant role of the supervisor for accounting and financial reporting, directly related to coordinators and final reports in Brussels.

Contact person and e-mail:

Amra Tuzović - amra.unt@gmail.com

Volunteer Experience

Sep 2008 **Volunteer**
To *Olympic Committee of Bosnia and Herzegovina*
Aug 2012 *Sarajevo, Bosnia and Herzegovina*

Translating (from Bosnian to English, English to Bosnian)
Making phone calls
Writing/Replying to emails
Taking pictures during ceremonies
Welcoming and hosting people during ceremonies

Contact person and e-mail:

Said Fazlagić (General secretary of OC BH) – okbih@okbih.ba

Sep 2009 **Internship**
To *Embassy of Kuwait in Bosnia and Herzegovina*
Jun 2012 *Sarajevo, Bosnia and Herzegovina*

Translating (from Bosnian to English, English to Bosnian)
Making phone calls
Writing/Replying to emails
Taking pictures during ceremonies
Welcoming and hosting people during ceremonies

Nov 2010 **Volunteer**

To *Children Pediatrics Hospital*
Jun 2012 *Sarajevo, Bosnia and Herzegovina*

Helping raise donations for the hospital
Interacting with the kids (playing, drawing, reading, talking)
Organizing parties for the kids (Valentines party, Christmas party, New Year's party) where each kids gets a gift and has fun interacting with others.

Contact person and e-mail:
Kathrine Noll – kathrine.noll@qsi.ba

Aug 2010 **Volunteer**
To *Quality School International (QSI)*
Jun 2014 *Sarajevo, Bosnia and Herzegovina*

- Community Service after school activity
 - o Food drives,
 - o Donations,
 - o Clothes drives and donations,
 - o Organizing parties for kids with special aid

- Roots & Shoots (<https://www.rootsandshoots.org>)
 - o Cleaning local parks,
 - o Holding presentations on raising awareness about the environment,
 - o Children's pediatric hospital,
 - o Organizing donations and parties for families that need financial and material support

Contact and e-mail:
Nizama Ćemalovic – nizama-cemalovic@qsi.org
Kathrine Noll – kathrine.noll@qsi.ba

Dec 2010 **Internship**
To *BH Telecom*
Mar 2011 *Sarajevo, Bosnia and Herzegovina*

Translating (from Bosnian to English, English to Bosnian)
Making phone calls
Writing/Replying to emails
Creating/Proofreading/Recording documentation

Contact person and e-mail:
Hajrudin Rađo – hajrudin.radjo@bhtelecom.ba

July **Volunteer Work**
To *Summer Olympic Games 2012 in Great Britain*
August 2012 *London, United Kingdom*

Working as Press Attaché and helper of the General Secretary:

- Going to meetings, taking notes and speaking about BiH at the General Secretary meetings,
- Reporting Olympic Committee daily with articles that specify all activities done by the team, results of the competitions, and sending pictures.
- In charge of checking daily email sent to the General Secretary regarding the Olympic Games (and the Olympic team) and responding.

Contact person and e-mail:

Said Fazlagić (Generalni sekretar OK BiH) – okbih@okbih.ba

Sept **Volunteer**
To *Quality School International (QSI)*
Dec 2013 *Sarajevo, Bosnia and Herzegovina*

- Teaching assistant of Physical Education class.
- Replacing the teaching assistant in preschool.
- Helping teachers with after school activities:
 - o Soccer team (Sports),
 - o Arts and crafts.
- Helping out with organizing and holding school events.
- Helping the Student Council with their event planning, organizing, and holding.

Contact and e-mail:

Nizama Čemalović – nizama-cemalovic@qsi.org

Ajla Numić – ajla-numeric@qsi.org

Sept **Volunteer Work**
To *Balkan Cultural Center (Balkanski Kulturni Centar, BKC)*
Dec *Belgrade, Serbia*
2013

Translating (from Serbian to English, English to Serbian)

Making phone calls

Writing/Replying to emails

Taking pictures during ceremonies

Welcoming and hosting people during ceremonies

Other help needed in the centre (since it is newly established)

Contact person and e-mail:

Marija Nemec – bkc.serbia@gmail.com

Feb 2014 **Delegate Volunteer**
To *Generations for Peace*
Jan 2016 *Sarajevo, Bosnia and Herzegovina*

- Delegate volunteer at Sochi Camp 2014 during Winter Paralympic Games in Sochi, 2014.
- Working on GFP projects and events.
- Planned and organized *Sport for Peace and Advocacy for Peace* events for students of Faculty of Sports in Sarajevo (FASTO) in the Olympic Committee of BiH.

Contact person and e-mail:

Jadranka Stikovac Clark – info@gfp.ngo

Oct **Member of the organization Committee**
2015 *New Technologies in Sports (NTS) Symposium*
Sarajevo, Bosnia and Herzegovina

Contact person and e-mail:

Izet Rado – izet.radjo@gmail.com

Nov **Member of the Support Team**
2015 *South-East Europe Conference of Martial Arts and Combat Sports*
“ESP – Education, Science and Practice” Martial Arts (ESPMA)
Sarajevo, Bosnia and Herzegovina, 27th and 28th of November

Contact person and e-mail:

Safet Kapo – kapo.safet@gmail.com

Other Activities

Dec 2013 **Member**
To *Rotaract Club Sarajevo*
Present *Sarajevo, Bosnia and Herzegovina*

“Rotaract is an international club network that gathers young people between 18 and 30 years of age that do humanitarian work, encourage high ethical standards in business and promote

international understanding and peace. Rotaract clubs work in cooperation with their local Rotary club.

More at: <http://racsarajevo.ba/o-nama/?lang=en>

Jan 2018 **Member**
To *Mountain Rescue Service – Station Sarajevo*
Present *(Gorska Služba Spašavanja – Stanica Sarajevo)*
 Sarajevo, Bosnia and Herzegovina

- Trainee candidate for the member of the Mountain Rescue Service - Station Sarajevo.

More at: <http://www.gss-sarajevo.com>

Software/System Skills

Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook, Access)
Photoshop CS 3, 4, 5
Internet Explorer, Mozilla Firefox, Safari, Google Chrome
Joomla 3.0 web-page designing
SAP

Research papers and references

Research papers:

- Rađo, D., (2016). *Revizija-URFBiH. Stručni časopis udruženja-udruge revizora Federacije BiH*. Revalorizacija stalnih sredstava i njen efekat na bilans stanja i bilans uspijeha.
- Rađo, D., (2016). Računovodstveni aspekt MSFI 3 – Poslovna spajanja u kontekstu prednosti za sticatelje.
- Rađo, D., (2016). Komparativne računovodstvene politike kod izrade budžeta u period od 1914. do 1940. u odnosu na budžete današnjeg vremena.

Book:

Rađo, D., (2018). Računovodstvene politike budžeta u Bosni i Hercegovini od 1914. godine do danas. – English: “Accounting policies of the budget in Bosnia and Herzegovina since 1914 to the present”.

Participation in professional conferences

- Participation in one-day specialist education "Development of business plan and investment study – Poslovna učinkovitost d.o.o. (Sarajevo, 16.02.2017).

Honours

- Sarajevo School of Alpinism (Sarajevska škola alpinizma) – completed Summer Course of Alpinism (2017)
- Sarajevo School of Alpinism (Sarajevska škola alpinizma) – completed Winter Alpinism Course (2018)
- Sarajevo School of Alpinism (Sarajevska škola alpinizma) – completed Advanced Summer Course of Alpinism (2018)
- QSI Volunteer at the Winter Market (December, 2011), QSI International School of Sarajevo, Unitic Towers Sarajevo, Bosnia and Herzegovina
- Community Service Award: For dedication to making life better for others (2011), QSI International School of Sarajevo
- Personality character awards:
 - o Kindness/Politeness
 - o Concern for Others
 - o Group Interaction
 - o Aesthetic Appreciation
- Diploma for honored student of QSI International School of Sarajevo