

CURRICULUM VITAE

Name **ABDURAHMANOVIĆ LEJLA**, married
Address **DŽEMALA BIJEDIĆA 29/3, SARAJEVO, B&H**
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Nationality Bosnian
Date of birth 22/10/1964
Gender Female

WORK EXPERIENCE

- Dates (from – to) **1989-1991**
 - Name and address of employer **Law Office Selver Pašić**
 - Type of business or sector **Law department**
 - Occupation or position held **Higer consultant of department**
- Main activities and responsibilities **Law tasks and responsibilities within company and further more, court processing-legal respresantive of company**

- Dates (from – to) **1997—2005.**
 - Name and address of employer **AB TECHNICS d.o.o. SARAJEVO, Binježevo bb, Hadžići**
 - Type of business or sector **Law and civil department**
 - Occupation or position held **Manager of department**
- Main activities and responsibilities **Supervision and managing of law tasks and responsibilities within company and further more, court processing-legal representative of company**

- Dates (from – to) **2000-2005.**
 - Name and address of employer **TVORNICA ELEKTRO OPREME, Binježevo bb, Hadžići**
 - Type of business or sector **Law and civil department**
 - Occupation or position held **Technical secretary**
- Main activities and responsibilities **Court processing-legal representative of company**

- Dates (from – to) **2005- PRESENT**
 - Name and address of employer **Sarajevo School of Science and Technology, Hrasnička bb, Iliđža**
 - Type of business or sector **Legal and Administrative**
 - Occupation or position held **Legal Adviser and Staff Coordinator**
- Main activities and responsibilities **Legal, general, and personal affairs and human resource management**

EDUCATION AND TRAINING

- Dates (from – to) **1979-1983.**
- Name and type of organization providing education and training **Gymnasium - Belgrade**
- Principal subjects/occupational skills covered **General**

- Title of qualification awarded High School
- Level in national classification IV
- (if appropriate)
- Dates (from – to) 1983-1987.
- Name and type of organization providing education and training Law University Belgrade- Sarajevo

MOTHER TONGUE **BOSNIAN**

OTHER LANGUAGES

- Reading skills [Indicate level: good, good]
- Writing skills [Indicate level: good, basic]
- Verbal skills [Indicate level: good, basic.]

**SOCIAL SKILLS
AND COMPETENCES**

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential.

**ORGANISATIONAL SKILLS
AND COMPETENCES**

Excellent job organization, coordination and administration of people, projects and budgets, at work.

**TECHNICAL SKILLS
AND COMPETENCES**

MS WORD, MS EXCEL, MS OUTLOOK, INERNET communications

**ARTISTIC SKILLS
AND COMPETENCES**

Literature, writing

DRIVING LICENCE(S)

B category