



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s)

Address(es)

Telephone(s)

Fax(es)

E-mail

Nationality

Date of birth

Gender

Insert photograph. Remove heading if not relevant (see instructions)

Zeljka Beljkas

Radovici bb, 85 320 Tivat

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Mobile: +38267235096

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seka4614@yahoo.com

Montenegrin

17.08.1981.

Female

Desired employment / Occupational field

Master in civil engineering

Work experience

Dates

Occupation or position held

Main activities and responsibilities

JANUAR 2011-OCTOBER 2012

Adviser

Strategy of construction development in Montenegro

Assisting in preparation of training plan for LAMP project

Preparation of programme for study visit in Scandinavia with LAMP (subject : Application "One Stop Shop" in Scandinavia); member of delegation Ministry of sustainable development and tourism in Scandinavia in programme "One Stop Shop"; coordination of activities in Ministry of sustainable development and tourism regarding "One Stop Shop" programme including monitoring, evaluation and reporting to LAMP

Communication and coordination with the municipalities, NGO sector and other stakeholders in organizing training for 21 municipalities, designers, auditors, insurance companies including monitoring, evaluation and reporting

Communication and coordination with NGO sector and professionals in programme public awareness raising campaign of programme LAMP including monitoring, evaluation and reporting

Familiar with FIDIC conditions of contract

Familiar with the tendering procedure according to international standards (World Bank)

Participation in the tender commission

Member of the working group of the Law on Construction products

Member of the working group of the Law on informal settlements

Participation in the standard twinning project fiche "Achieving highest safety and technical quality of construction" IPA 2010 Montenegro; communication, coordination, meetings with twinning partners

Name and address of employer

Type of business or sector

Ministry of sustainable development and tourism, IV Proleterske 19, 20 000 Podgorica

Construction Department

Dates	JUL 2009-JANUAR 2011
Occupation or position held	Construction manager
Main activities and responsibilities	<p>Quality control</p> <p>Control of compliance with project documentation</p> <p>Communication and coordination meetings with designers and contractors</p> <p>Audit of projects in accordance with the requirements of investors,</p> <p>Control Bill of Quantities,</p> <p>Analysis of additional offers, dynamics,</p> <p>Communication and coordination meetings with the client regarding the progress of the project schedule, dynamics and quality</p> <p>Control on the fulfillment of contractual obligations of participants in the project</p> <p>Preparation of tender documentation</p> <p>Preparation of technical specification</p> <p>Familiar with FIDIC conditions of contract</p>
Name and address of employer	Mace d.o.o. , Kralja Nikole 27a zgrada Celebica, 20 000 Podgorica
Type of business or sector	Project management and tehcnical supervision
Dates	SEPTEMBAR 2008-...
Occupation or position held	Assistant
Main activities and responsibilities	<p>Practical training; Exercises in building organization design, reconstruction and maintenance of structures, Planning and organizing the construction, Quality management, Technology of construction of hydropower facilities, International tendering procedures.</p> <p>Participation in committees for defense of theses</p>
Name and address of employer	Faculty of Civil engineering in Podgorica
Type of business or sector	Department of construction management
Dates	JANUAR 2010-...
Occupation or position held	Designer
Main activities and responsibilities	<p>Designer of Preliminary design building technology and organization of highway Bar-Boljare:</p> <ul style="list-style-type: none"> • study of technological and organizational elements and dynamics plan for building of highway-route, • study of technological and organizational elements and dynamics plan for building of tunnels on the route, (study for 11 tunnels) • study of technological and organizational elements and dynamics plan for building of all bridges on the route, (study for 10 bridges) <p>Designer of Project of producing eco-grit-concrete based on the use of sludge (grit) Arsenal in Tivat;</p> <p>Designer of Project of control of toxic compounds and convert sludge (grit) in non-hazardous wastes at the site of the shipyard Bijela),</p> <p>Designer of organization and technology of building design of Zelena pijaca Konik</p> <p>Designer in charge of Built project the White Church Bridge1 in Rozaje.</p>
Name and address of employer	Construction Institute, Podgorica
Type of business or sector	Construction
Dates	MART 2009-JUL 2009
Occupation or position held	Civil engeneer
Main activities and responsibilities	<p>Qualitu control,</p> <p>Communication and coordination on site,</p> <p>Preparing technical documentation, dynamics, cash flow,</p> <p>Control bill of quantities</p> <p>Preparing technical specification</p>
Name and address of employer	Artistik d.o.o. Cetinje
Type of business or sector	Construction

<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>APRIL 2007-MART 2008</p> <p>Civil engeener</p> <p>Qualitu control,</p> <p>Communication and coordination on site,</p> <p>Preparing technical documentation, dynamics, cash flow,</p> <p>Control bill of quantities</p> <p>Preparing technical specification</p> <p>Communication and coordination with designers and contractors</p> <p>Communication and coordination with the client regarding the progress of the project schedule, dynamics and quality</p> <p>Control on the fulfillment of contractual obligations of participants in the project</p>
<p>Name and address of employer</p> <p>Type of business or sector</p>	<p>Rockler d.o.o. Budva</p> <p>Construction</p>

Education and training

<p>Dates</p> <p>Title of qualification awarded</p> <p>Name and type of organisation providing education and training</p> <p>Level in national or international classification</p>	<p>DECEMBAR 2011</p> <p>Master of management and construction technology</p> <p>University of Montenegro, Faculty of civil engineering in Podgorica</p> <p>VII-2 level</p>
<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects/occupational skills covered</p> <p>Name and type of organisation providing education and training</p> <p>Level in national or international classification</p>	<p>FEBRUAR 2007</p> <p>Master in civil engineering</p> <p>Assesment, maintance and repair of building structures</p> <p>University of Novi Sad, Republic of Serbia, Faculty of technical sciences, Novi Sad</p> <p>VII-2 level</p>
<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects/occupational skills covered</p> <p>Name and type of organisation providing education and training</p>	<p>Septembar 2006-Januar 2007</p> <p>Upper Intermediate level</p> <p>Anglia 2000,Language centre Novi Sad, Serbia</p>

Level in national or international classification

Common European Framework B2 level

Dates

Title of qualification awarded

Principal subjects/occupational skills covered

Name and type of organisation providing education and training

Level in national or international classification

Personal skills and competences

Mother tongue(s)

Other language(s)

Self-assessment

European level (*)

Language

Language

Montenegrin

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
English	C1		C1		B2		B2		B2

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

Able to work well in teams
Self-motivated
Understands conflict management
Able negotiator
Confident in handling new tasks
Flexible in assignments
Attentive to detail
Able to work under tight deadlines
Able to network effectively

Organisational skills and competences

Understands organizational mission: understands ethics & public good; concerned with public trust
Understands governance and administrative systems
Demonstrates ability in conflict management and dispute resolution
Understands how to acquire needed resources
Understands how to use decision making to support mission
Demonstrated systems thinking ability
Understands organizational culture
Is sensitive to diversity and multiculturalism
Able to gather and synthesize information on internal and external environments

Technical skills and competences	<p>Licence for the management of the construction works and facilities in the area of traffic</p> <p>License for designing building construction design and other construction design and organization and technology construction design</p>
Computer skills and competences	Computers programs- MS office, MS project, Auto CAD, Axis VM7, Skilled with internet
Artistic skills and competences	Elementary music school
Other skills and competences	<p>Organized and participated in many scientific conferences during the study and upon completion thereof.</p> <p>Professionally involved in basketball for many years, former member of the team of the Republic</p>
Driving licence	B category
Additional information	<p>Author of 3 scientific works.</p> <ul style="list-style-type: none"> • (Ž.Beljkaš, M.Danilović, I.Stanišić, J.Mudrić, B.Modraković: Assessment and repair of the church of St. Nicholas in Sremski Karlovci. Proceedings of the Scientific Conference, Zlatibor, april 2005. • D.Lučić, M.Knežević, Ž.Beljkaš: Detailed spatial plan Bar Boljare highway and highway design contest Smokovac-Uvač, Proceedings of the Scientific Conference Modern building, Novi Sad, april 2009. • M.Knežević, M.Krgović, K.Delijić. Ž.Beljkaš: Treatment of toxic waste on the location of repairing institute Arsenal in Tivat, Proceedings of the Scientific Conference INDIS, Novi Sad, november 2009) • Ž.Beljkaš, N,Ivanišević, M.Knežević.: Supervision construction- comparative analysis of Montenegrin law and FIDIC conditions of contract, INDIS, Novi Sad, november 2012)
Annexes	List any items attached. (Remove heading if not relevant, see instructions)