



## Beris Bajrović

Date of birth: 25/06/2003 Gender: Male

 LinkedIn: <https://www.linkedin.com/in/berisb/>

### WORK EXPERIENCE

#### Financial Administrator

*Amberscript* [ 17/06/2024 – Current ]

City: Amsterdam | Country: Netherlands

- A/R and A/P processing and issuance, including invoice generation, payment processing, and account reconciliation.
- Communication with suppliers, customers, and overdue debtors to resolve discrepancies and manage payment timelines.
- Preparation of financial reports, investor presentations, and financial models for performance tracking and forecasting.
- Optimizing Finance Department procedures and processes by identifying inefficiencies and implementing automation tools.
- Monthly VAT controlling and preparation of tax documentation to ensure compliance with tax authorities.
- Assisted with the quarterly financial closing process, including the preparation of financial statements and account reconciliations.
- Liaised with external auditors during audits and provided necessary documentation and clarifications.
- Developed and maintained cash flow forecasts to monitor liquidity and support financial planning decisions.
- Supported budgeting and forecasting processes by gathering data and creating variance analysis reports.
- Monitored financial transactions to ensure compliance with company policies and regulatory standards.

#### Head of Hospitality and Protocol

*Omladinski Film Festival* [ 01/05/2022 – 01/09/2022 ]

City: Sarajevo | Country: Bosnia and Herzegovina

- Collaborated with the festival director and production team.
- Managed communication with all festival guests.
- Handled email correspondence and travel/accommodation arrangements in the months leading up to the festival.
- Transitioned to forming the full schedule and protocol arrangements for VIP guests, the red carpet opening event, and other special events.
- Led a protocol team of 6 people, ensuring efficient organization and time management.
- Efforts resulted in numerous commendations from festival guests.

#### Assistant Reservations Manager

*Europe Group* [ 30/06/2019 – 30/07/2019 ]

City: Sarajevo | Country: Bosnia and Herzegovina

##### Key responsibilities:

- Liaising with central reservations to communicate new rate plans and promotions
- Liaising with travel agents, the revenue manager and the rooms division manager
- Assisting the sales team in setting their rates
- Maintaining the in-house reservations systems
- Forecasting revenue streams
- Directly involved with room sales via telephone and email
- Sorting and adapting room sales/distribution and extranet agent rates

#### Front Desk Assistant

*Europe Group Sarajevo* [ 30/06/2018 – 30/07/2018 ]

City: Sarajevo | Country: Bosnia and Herzegovina

##### Key responsibilities:

- Performing all check-in and check-out tasks
- Managing online and phone reservations
- Informing customers about payment methods and verify their credit card data

- Registering guests, collecting necessary information (like contact details and exact dates of their stay)
- Welcoming guests upon their arrival and assign rooms
- Providing information about the hotel, available rooms, rates and amenities
- Responding to clients' complaints in a timely and professional manner
- Liaising with housekeeping staff to ensure all rooms are clean, tidy and fully-furnished to accommodate guests' needs
- Confirming group reservations and arranging personalized services for VIP customers and event attendees, like wedding guests
- Upselling additional facilities and services, when appropriate
- Maintaining updated records of bookings and payments

## EDUCATION AND TRAINING

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### Bachelor of Science in Business Administration

**University of Amsterdam** [ 01/09/2022 – Current ]

City: Amsterdam | Country: Netherlands | Website: <https://www.uva.nl/> | Level in EQF: EQF level 6

### International Baccalaureate Middle Years Programme

**Druga gimnazija Sarajevo** [ 31/08/2018 – 08/06/2020 ]

Address: Sutjeska 1, 71000 Sarajevo (Bosnia and Herzegovina) | Website: [www.2gimnazija.edu.ba](http://www.2gimnazija.edu.ba)

### International Baccalaureate Diploma Programme

**Druga gimnazija Sarajevo** [ 31/08/2020 – 06/2022 ]

Address: Sutjeska 1, 71000 Sarajevo (Bosnia and Herzegovina) | Website: [www.2gimnazija.edu.ba](http://www.2gimnazija.edu.ba)

## LANGUAGE SKILLS

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**Mother tongue(s):** Bosnian | Croatian | Serbian

**Other language(s):**

#### English

LISTENING C1 READING C1 WRITING C1  
SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

#### Turkish

LISTENING A1 READING A1 WRITING A1  
SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

#### German

LISTENING A2 READING A2 WRITING A2  
SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

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Microsoft Word / Outlook / Microsoft Powerpoint / Google Drive / Microsoft Office / Skype / Google Docs / Facebook / LinkedIn / Social Media / Zoom / Written and Verbal skills / Reliability / Good listener and communicator / Organizational and planning skills / Decision-making / Analytical skills / Team-work oriented / Presenting / Motivated / Power Point / Critical thinking / Strategic Planning / Creativity / Instagram / Responsibility / Detail-Oriented

## RECOMMENDATIONS

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**Name: Prof. Dr. Frank Belschak** | Program Director BSc Business Administration

This letter of recommendation was provided by the Program Director of the BSc Business Administration at the University of Amsterdam, Prof. Dr. F. Belschak for my participation in the Student Panel.

Email: [f.d.belschak@uva.nl](mailto:f.d.belschak@uva.nl)

**Name: 020 Association's Management Board**

A letter of recommendation was given as a thank-you for my engagement as the Finance Team Leader of the 020 Student Association.

## VOLUNTEERING

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[ 01/09/2023 – 01/07/2024 ] Amsterdam

**Member of the BSc Business Administration Student Panel of the University of Amsterdam** The Student Panel of the BSc Business Administration Program at the University of Amsterdam served as an important bridge of communication between the student body and the program director (key decision makers) to work on the positive and negative sides to be improved from the university's side.

[ 01/06/2023 – 01/06/2024 ] Amsterdam, the Netherlands

**Finance Team Leader at 020 Student Association** Extracurricular\*

My responsibilities have included:

- Overseeing financial operations and budget management for Student Party 020 at UvA
- Developing and implementing financial strategies to ensure the party's fiscal health and sustainability
- Managing and supervising a team of finance professionals, providing guidance and support
- Monitoring and analyzing financial data, preparing accurate reports and forecasts for decision-making
- Collaborating with other departments to align financial objectives with overall party goals
- Ensuring compliance with financial regulations and internal policies
- Identifying cost-saving opportunities and optimizing resource allocation
- Maintaining relationships with vendors, sponsors, and stakeholders to secure financial support
- Driving initiatives to increase revenue generation and fundraising efforts
- Continuously improving financial processes and systems to enhance efficiency and transparency

[ 01/04/2024 – Current ] Amsterdam, the Netherlands

**Editor for Rostra Economica University Magazine** Extracurricular\* Rostra Economica is the official magazine of the Faculty of Economics and Business at the University of Amsterdam. As such, it operates as one of the committees of the Study Association of Economics and Business (SEFA).

Articles (thus far):

Bosnia's Resurrection: EU Accession and Foreign Investments,  
Financial Frontiers: The New Eurozone;