

Nedim DIZDAREVIC, MBA

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Nationality: Bosnia and Herzegovina



PROFESSIONAL EXPERIENCE

CHAMBER OF ECONOMY OF SARAJEVO CANTON

Director of Project Implementation Department 2017-present

Accountable for coordination and completion of projects on time within budget and within scope. Oversee all aspects of projects. Set deadlines, assign responsibilities and monitor and summarize progress of project. Prepare reports for upper management regarding status of project.

- WRITING AND REALIZATION OF PROJECTS, DOMESTIC AND INTERNATIONAL
- PROJECT MANAGEMENT AND AUDIT, DOMESTIC AND INTERNATIONAL
- WRITING, APPLICATION AND REALIZATION OF EUROPEAN UNION PROJECTS
- HUMAN RESOURCES MANAGEMENT AND CONTROL
- CONSULTING
- RESPONSIBLE FOR COORDINATION AND COMPLETION OF PROJECTS ON TIME WITHIN THE BUDGET AND WITHIN SCOPE
- PREPARATION OF REPORTS FOR THE MANAGEMENT ON THE STATUS OF PROJECTS

Hotel Bristol Sarajevo

Finance Director at Grand Hotel Bristol

2013-2016

- All day to day operations at finance and administrative areas
- Monthly reporting to GM
- Overseeing all financial aspects of the company
- Responsible for financial reports and production of financial statements.
- Supervises leads and support five staff member.

Peace Support Operations Training Centre (PSOTC)

PSOTC in Sarajevo is an organization of 45 employees sponsored by UK and other 17 partner nations, supported and hosted by NATO HQ Sarajevo working in close co-operation with the BiH authorities to provide internationally recognized education and training for selected officers. Organization has an annual budget of €1.3 million.

Finance Manager

2012-2013

Accountable for the financial operations of the organization to include budget preparation, audit, taxation, accounts reconciliation. Responsible for financial reports and production of financial statements. Supervises leads and support three staff member.

- Responsible for PSOTC cash holdings and 3 multicurrency (KM, EUR, USD) bank accounts with total value of €2.2 million.
- Responsible for 18 international partner funding accounts.
- Responsible and negotiating and approving of 20 PSOTC commercial contracts, ensuring a sound, fair, equitable and auditable process is in place.

Peace Support Operations Training Centre

Finance and Accounting Officer

2006-2011

Responsible for all issues of a finance nature and provides all support to Finance Manager for the budget and financial reports, processing of financial documents, cash and electronic payment, recording and performing payroll processing in accordance with standard procedures and guidelines.

Peace Support Operations Training Centre

Finance Assistant

2004-2006

Assists in drafting and updating all relevant cost fees for staff and students and in drafting official and routine correspondence, memoranda and reports for the Admin and Training Department.

NATO HO Sarajevo COMDT OPS Department

Interpreter

1996-2004

Provide bilingual assistance for NATO Security office and IMP Coy investigation section in multinational military environment and act as LNO with local police and civilian authorities.

EDUCATION/TRAINING

- **MBA in International Business Management , 2011**
Griffith College Dublin/Nottingham Trent University/Sarajevo University
- **Bachelor of Science in Banking and Insurance, 2009**
Faculty of economics in Bosnia and Herzegovina

References:

David Adair Deputy Head J8 at UK Ministry of Defence: adaird153@hotmail.co.uk
Dr. Julian Bower International Advisor: julian.bower@peacekeeping.org.uk