

Curriculum Vitae

Name and Family Name: Marija Milenković

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PERSONAL DATA:

- **Date and Place of Birth:** 23.08.1978. Belgrade
- **Phone number:** +381 63 360 079
- **Family status:** divorced
- **Driving license:** since year 2000 B category

EDUCATION:

- **1993 - 1997** 2ND Economic School in Belgrade
- **1997 - 2003** University of Economy in Belgrade Master of Business Administration accounting and audit

PROFESIONAL SKILLS:

- **Computer skills:** MS Office (Word, Excel), SAP, Power Point. usage of computer in daily work
- **Languages:** English (written and correspondence) proficiency level

EXPERIENCE:

- **December 2020 – unemployed**
- **May 2004 – December 2020 OMV d.o.o. Serbia:**
 - **2013 – December 2020 HSSE Manager:**
 - Active involvement in proposal, preparation of HSSE annual plan on OMV Group level
 - Tracking yearly HSSE plan
 - Respecting HSSE legal requirements
 - HSSE trainings for the HQ and Filling Station employees
 - Participating in Tenders as Beneficiary for services: Security and HSE advisors services
 - Participating in all Tenders assessing HSSE qualifications of the bidders
 - Creating PR and processing invoice in SAP HSSE and Security (Cash collection, Physical Security, Panic Button) service

- Leading according to the yearly plan all HSSE Contractor Audits, campaigns, programs, initiatives among OMV/FS employees, and all Contractors (Fuel storage, LPG storage, Road, river transportation of fuel (liquid fuel, LPG and bitumen)
 - Leading Contractors HSSE quarterly meetings
 - Implementation of HSSE standards and guidelines received from OMV HQ
 - Communicating with Authorities: Police, Environment, Fire Fighting, Emergency
 - Coordination with ADR/AND/RID, Environmental, Health & Safety, Fire Fighting and Health advisors
 - Managing HSSE Incidents (issuing and communicating alerts, lessons learned with all interested parties in OMV Serbia and OMV HQ Vienna)
 - Conducting Incidents Investigations especially for HIPO incidents (finding main causes, root cause)
 - Monitoring, assessing, creating HSSE Reports in electronical system (HSSE walks, Hazard, Near Misses, Incidents, Weekly/Monthly/Quarterly reports)
 - Creating HSSE monthly, quarterly, and yearly PP Presentations for General Manager for internal meetings with HQ employees and BOD members in HQ Vienna, Bucharest
 - Attending and actively participating with presentation 2 times per a year Retail International meeting of HSSE Managers (Austria, Germany, Hungary, Slovakia, Czech Republic, Romania, Bulgaria, Moldova)
 - 2 times per a year presenting HSSE activities in front of BOD members of Petrom Downstream Oil
 - Active participation in the monthly Safety committee meetings with tracking Safety Charta and personal action plan of OMV Serbia Top Management and Department Managers
 - Responsible for Quality Management (IMS).
- **2009 - 2013 Retail Sales Support Specialist:**
 - Creating on daily, weekly, monthly level Controlling reports (costs, volumes, turnover, fuel prices, margins) for the Retail department in SAP and similar systems
 - Analysis Controlling reports on a monthly and yearly basis - comparison with budgeted and YOY figures
 - Fuel price specialist, monitoring, daily analysis competitor fuel prices, changing fuel prices
 - Storage specialist for consumables, uniforms. Monitoring of stocks, costs, orders, and deliveries and ordering in SAP from suppliers
 - Communication with Government Agencies for the yearly volumes reports
 - Supply Chain OMV November 2011- April 2012 - Implementation of the Project Storage and Logistic outsource Company for the goods shop and restaurants on the Filling Station
- **2005 - 2009 Retail Sales Support Administrative:**
 - Daily communication with Filling Stations and Filling Station Partners
 - Daily receiving instructions, request for checks, photo checks, from different Retail Departments, processing information and send to the Filling Stations
 - Active role in recruiting of the Filling Stations Partners (involvement in interviews and tests)
 - Working in SAP
 - Involvement in process related to Dealers monthly commissions and bed debts

- Creating Controlling Reports Daily monitoring performance of the Filling Stations (sales, turnover, fuel prices, and margins)
- Analysis Controlling reports on a monthly and yearly base - comparison with budgeted and YOY figures
- **2004 - 2005 Marketing Research Coordinator Romania, Bulgaria, and Serbia**
- **2003 - 2004 Intern Cabinet of the General Manger C-market Serbia**

PERSONAL CHARACERISTICS:

- Persistent, diligent, reliabile, analitic, comunicative, diplomatic, flexible, team worker , independant, self confident

TRAININGS:

- 2008 SAP IRIS training, 2011 Leadership training, 2010/2011 Fuel pricing training Vienna, 2012 Fuel pricing training Bucharest, 2013/2014/2015/2016/2017/2018/2019 HSSE training Bucharest, 2015 Incident investigation training in Vienna, 2018 IMS training, 2019 Security training Bucharest, 2019 DuPont Training Implementation of Safety Committee program, 2019 training for advantage usage of HSSE reporting electronical tool
- 2015 Novi Sad Security workshop Nis Gazprom attendance to the with different interested parties, lessons learned after HIPO incident fatality during robbery of the FS.

OTHER FIELDS OF INTEREST:

- Reading books, watching movies, cooking, meditating, spending time in nature, leaving healthy life, exercising, attending life-coaching seminars, hiking, yoga