

CURRICULUM VITAE

Position: Cost Manager

1. **Family name:** Jauković

2. **First names:** Tanja

3. **Date of birth:** 13.09.1973.

4. **Passport holder of:** Serbia

5. **Place of residence:** Belgrade

6. **Education: Master's degree in civil engineering**

Institution [Dates]
Faculty of Civil Engineering, University of Belgrade

7. **Language skills: (1 to 5 (1 = excellent; 5 = poor))**

Language	Reading	Speaking	Writing
Serbian	Native speaker		
English	1	2	1
Spanish	4	4	4

7. **Membership of professional bodies:**

- Member of Serbian Chamber of Engineers.
- Accredited Trainer for Local FIDIC Training Courses organized by ACES

9. **Other skills:**

- Full proficient in WINDOWS and MS OFFICE programs
- Driving license

10. **Present position:** Cost Manager

11. **Key qualifications:**

- Experienced in supervising pre arrangement of the bid, bid analysis, creating contract agreements, preparation and implementation of the policies, procedures, and practices for design and construction quality management and knowledge of financial procedures to maintain project cost control.
 - Experienced in project budgeting
 - Experienced in project budget monitoring and reporting
 - Preparation of tender documentation and managing tender process
 - Experienced in negotiation and contracting
 - Experienced in preparation of FIDIC Contracts and variation forms of local Contracts.
 - Has knowledge of financial procedures for maintaining project cost control.
 - Ability to design and implement work processes to achieve functional objectives.
 - Tanja has communication skills, planning, quality assurance, can work under pressure, good team member.
-

CURRICULUM VITAE

13. Professional experience (only relevant projects):

Date from – Date to	Location	Client	Position	Project
2023- ongoing	Beograd	THE ONE	Cost Manager	Residential and commercial building
2026- ongoing	Beograd	Block 41A/ZEN	Cost Manager	Office building
2023- ongoing	Vrnjačka Banja	Miraval Residences	Cost Manager	Residential and commercial building
2023-2024	Beograd	Prince Aviation	Cost Manager	Facilities for Aircraft Maintenance and Warehouse
2022-2023	Beograd	Beograd na vodi d.o.o.	Cost Manager	Projekat infrastructure
2022-2023	Pancevo	ZF Pancevo d.o.o. Srbija	Cost Manager	Projekat izgradnje fabrike ZF Pančevo
2022	Shymkent Kazahstan	KPI d.o.o. Beograd	Cost Manager	Shymkent, Hotel
2018 -2022	Kopaonik	KPI d.o.o. Beograd	Cost Manager	Kopaonik, Resort Hotel
2021-ongoing	Niš	Johnson Electric d.o.o	Cost Manager	Johnson Electric Plant Development
2018 -2020	Beograd	Miicrosoft	Cost Manager	Microsoft relocation L5 and Refurbishment L3 Blue Center
2019 -2020	Beograd	Shoping Center IV d.o.o. Beograd	Cost Manager	MPC shopping mall
2018-2020	Minsk, Belarus	KPI Special Projects LLC	Cost Manager	Hunting Lodge
2015-2018	Serbia	Ministry of Health	Cost Manager	Reconstruction and new-build of 4 Clinical Centres- Serbia (Niš, Belgrade, Novi Sad, Kragujevac)
2015-2019	Niš	Johnson Electric d.o.o	Cost Manager	New-build, Johnson Electric Plant I and II Phase Development
2015-2017	Beograd	UAE Embassy	Cost Manager	Reconstruction and new-build and Residence of U.A.E. Embassy
2015	Budva	Duckley Gardens	Cost Manager/ Bank Monitoring	Residential

CURRICULUM VITAE

2015	Beograd	Blok 67 A	Cost Manager/ Bank Monitoring	Residential
2014	Beograd	Living good d.o.o.	Cost Manager/ Bank Monitoring	Residential
2013/2014	Beograd	EBRD	Cost Manager/Bank Monitoring	Zemun Retail Park
2013/2014	Belgrade	Airport Nikola Tesla	Cost Manager	BEG Airport Nikola Tesla- fingers hall reconstruction
2011/2012/2013	Belgrade	Stattsbygg	Cost Manager/Contract Manager	Residence of Norwegian Embassy
2009-2011	Osijek, Croatia	Amplitudo d.o.o.	Cost Manager	Porta Nova Osijek – Shoping Mall
2008-2010	Belgrade	Block 67 Associates	Cost Manager/ Contractor Manager	Univerzijada Belgrade –Block 67

14. Other relevant information:

- Tanja has demonstrated FIDIC case studies at FIDIC course co organised in Serbia, 2008. Since January 2009. Tanja is one of lecturers on national FIDIC courses in Serbia, Montenegro and Macedonia organized by ACES, ACEM and MACE. Since March 2015, Tanja was one of lecturers on FIDIC trainings on "Project European PROGRES-a and National FIDIC association (ACES)" organized by UNOPS, ACES and Serbian Chamber of Engineers.
 - Tanja was Training coordinator for FIDIC International trainings in Serbia organized by FIDIC, ACES and MACE
-