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Violeta Zivanovic

Office Manager



Areas of expertise

- finances and administration
- office management
- financial report development and budgets

Violeta Zivanovic is an Office Manager with experience in administrative as well as financial management. She supports the Management of Skat as well as staff members in administrative and financial project management. Her responsibilities include monitoring and controlling of the entire office administration, direct project assistance, support of the financial department in preparing financial reports, evaluations and budgets.

Violeta Zivanovic is an Office Manager responsible for administration and finance.

Key data

Qualification
(Institute) Kauffrau EFZ Profil E

Working languages German (native), English (well), French (intermediate), Serbian (well)

Nationality Swiss

Years of Experience 5

Country experience and regional expertise **Africa:** Côte d' Ivoire

Select projects, roles, achievements and publications

- Skat Foundation (all projects)
- Despro
- Proecco
- (+ other smaller projects)

[Contact](#)