



# Tamara Mirjanic

Central Invoicing/Accounts Receivable Clerk

**Contact**

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**Kellerhals Carrard Basel KIG**

Henric Petri-Strasse 35

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4010 Basel

With my many years of experience in the financial sector, I take responsibility and have an eye for accuracy. I carry out my tasks with confidence and commitment, ensuring precision. In line with my profession, I am studying Business Law at the University of Applied Sciences and Arts Northwestern Switzerland.

As an administrative assistant in central invoicing / accounts receivable, I support lawyers in the preparation of fee notes. Reliability and efficiency are the hallmarks of my work.

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### **Career**

- Since October 2025: Administrative assistant for central invoicing at Kellerhals Carrard KIG, Basel
  - 2023–2025: Personal banking advisor at UBS Switzerland AG
  - 2020–2023: Commercial apprenticeship including vocational baccalaureate at UBS Switzerland AG
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### **Education**

- 2020–2023: Commercial apprenticeship including vocational baccalaureate at UBS Switzerland AG
  - 2023–2027: Bachelor of Science in Business Law – University of Applied Sciences and Arts Northwestern Switzerland in Brugg
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### **Languages**

German, English, Serbo-Croatian

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