

Tamara Mirjanic

Central Invoicing and Accounts Receivable Clerk

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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.

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

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
