



Please insert here at least one **PHOTO** of your traineeship stay abroad! Preferred motives are photos of your accommodation, of your work place, of being at work. Attention! Due to legal considerations we kindly ask you to send us only photos that have been taken by yourself!

## STUDENT DETAILS

University department / faculty: **Wirtschaftswissenschaft**  
Field of study: **International Business and Economics**  
Home university: **Otto-von-Guericke-Universität Magdeburg**  
Nationality: **Serbian**  
Duration of traineeship (from ...to...): **01.09.2019--01.11.2019**

## TRAINEESHIP INSTITUTION

Country: **Serbia**  
Name of traineeship institution: **Egis d. o. Beograd-Stari Grad**  
Web page: **www.egis.fr**  
Address: **Trg Nikole Pasica 2, 11000 Belgrad**  
Contact person: **Zoran Ilic**  
Telephone / E-Mail: **zoran.ilic-int@egis.fr**

## EXPERIENCE REPORT (approx. 3 pages + more photos if applicable)

### 1) Traineeship institution

*Please give a brief description of your host traineeship institution.*

Egis is an international company that works on infrastructure projects all around the world. The department in Serbia Egis d. o. Beograd-Stari Grad is the main office for the Balkans and most of the work revolves around the construction of tender offers for infrastructure projects in the Balkan countries.

### 2) Searching for a traineeship

*How did you find your traineeship? Are there any recommendable links or other helpful tips you would like to share?*

Since I found my internship through personal connections, I can not share any helpful links.

### 3) Preparation

*How did you prepare for your traineeship in terms of language, intercultural, professional and organisational aspects? Are there any recommendable links or other helpful tips you would like to share?*

Belgrade is my hometown so naturally there were no difficulties in terms of language or culture. On the other hand, in terms of the professional and organisational aspects, especially in the preparation period there was a fair dose of excitement and fear of the unknown, considering it was the first job in relation to my studies. All of that passed by after a few days into the internship once I realized that I am capable of handling my tasks.

#### **4) Accommodation**

*How did you find your accommodation? Are there any recommendable links or other helpful tips you would like to share?*

As mentioned before Belgrade is my hometown so for accommodation I stayed at my parents apartment.

#### **5) Traineeship**

*Please describe the tasks and / or the projects carried out during your traineeship. In which way were you mentored and integrated? How were the working conditions? Did you have especially positive or negative experiences?*

The tasks were revolved around tender procedures and I was usually assigned as a helping hand to the more experienced workers. The variety of tasks I carried out includes: collection and organization of project references, translation of documents from Serbian to English and vice versa, grading applicants for certain expert positions on the tender offers (on already made grading tables), assistance in the balance sheet and income statement formation as well as communicating with other offices in the case of potential number mismatches. Most of the work was done in Word and Excel and the working conditions were very good. My working experience at the office can be described as very positive, at no point in time did I feel misplaced or inadequately prepared for the task, and if I did run into problems

#### **6) Acquired qualifications**

*Which qualifications and skills could you acquire or improve during your traineeship?*

Simply the experience of working in such an international company has improved the confidence I have in my overall abilities, furthermore I think now I have a better understanding of how the work environment functions and how to work in pairs or as a team. I have also learned about the procedures and requirements of EU funded projects as well as overall improvements in computer skills, financial skills and analytical thinking.

#### **7) Country-specific features**

*Are there any specific traineeship regulations in the target country that affected you as an Erasmus trainee (e.g. France: housing allowance, convention de stage)? If yes, which ones? Are there any recommendable links or other helpful tips you would like to share?*

No specific regulations affected my traineeship.

#### **8) Visa, residence and work permit (only for international students)**

*Which prearrangements had to be made in terms of visa, residence and work permit? Are there any recommendable links or other helpful tips you would like to share?*

Since I am from Serbia I did not require any visa, residence or work permit.

#### **9) Other**

*Is there anything else you want to let other students know?*

/

#### **10) Conclusion**

*What is the conclusion drawn after your traineeship experience abroad?*

Overall I think it is an experience every student should have, as a way of testing out the future before actually choosing it. For me the internship made my master's choice a bit easier and also made me understand what is wanted in the modern day workforce.

Please send this report by email to [julia.schubert@ovgu.de](mailto:julia.schubert@ovgu.de)!  
Acceptable file formats: [.doc], [.docx], [.rtf], [.odt].