

# Practice report

KETRIN LTD.



JONAS BENEDIKTY, V. A 2023/24

# Content

SPLIT

KETRIN LTD

KETRIN'S OBJECTIVE

ORGANISATIONAL STRUCTURE

CONTACT DETAILS

PHOTOS OF KETRIN

WORKING SPACES

ACTIVITIES PERFORMED

CONTRIBUTION FROM PRACTICE

JOURNAL1

JOURNAL 2

SOURCES USED

END

# Split

- Split is located on the eastern shore of a small island by the Jandran Sea
- There is an international airport in Trogir and valuable building monuments
- The most interesting are the old vaults and corridors under the town

Old vaults



# Ketrin LTD

- Ketrin deals with real estate sales, offers tourist tours and also handles shipping container transportation
- The founder of the company is Captain Zarko Buljevic



# The goal of ketrin

To ensure the complete satisfaction of our clients and to handle all their needs within the framework of a long-term relationship.

We strive to serve our customers with utmost care and satisfaction by continuously improving and integrating technology with our expertise.

We strive to maintain the highest ethical standards and integrity towards our clients and crew.

# Organisational structure



# CONTACT DETAILS

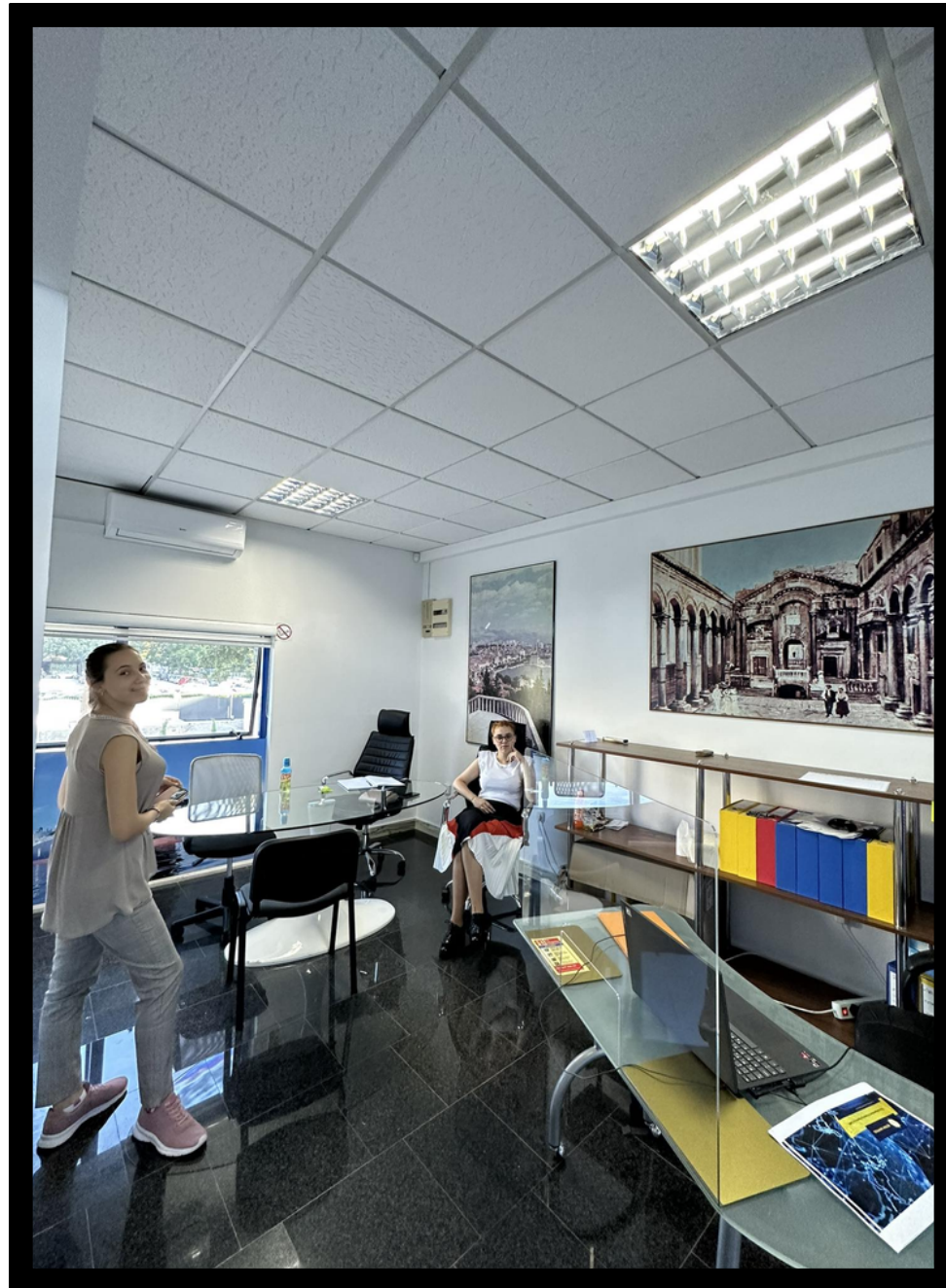
-  • RUĐERA BOŠKOVIĆA 7, 21000, SPLIT
-  • (+385) 21 786 800
-  • [CREW@KETRINSHIPPING.COM](mailto:CREW@KETRINSHIPPING.COM)

# Photos of Ketrin





# Workplace



# Description of activities performed

UTX

Sorting documents

Creating social networks

Video creation and editing

Marketing research

Price comparison

SCANNING PHOTOS TO PC

# Contribution from practice

The internship in Croatia allowed me to use my computer skills related to video editing, photo editing, editing social pages, etc.

They taught me a lot of new things about editing documents and also how they take care of their real estate website

I had the opportunity to use and especially to improve my English

Working with Ketrin has taught me many things and I am very happy for the opportunity to work with them

J  
O  
U  
R  
N  
A  
L

Obchodná akadémia, Akadémika Hronca 8, Rožňava

Jana Bezdíková

| Dátum/<br>Date  | Príchod/<br>Arrival | Odchod<br>Departure | Miesto výkonu<br>práce/Place of<br>work | Náplň práce/Duties  | Prerušenie pracovného času/Interruption of working hours |                     |              |                   | Zodpovedný<br>pracovník/<br>Responsible employee |
|-----------------|---------------------|---------------------|---|---|--|---------------------|--------------|-------------------|--|
|                 |                     |                     |   |   | Odchod/<br>Departure                                     | Príchod/<br>Arrival | Dôvod/Reason | Schválil/Approved |  |
| 18. 09.<br>2023 | 12:30               | 15:30               | Ketiv LTD                               | Upravenie so s<br>prevádzkou a prístup<br>getting to know each other<br>and the workplace             |  |                     |              |                   | lep  |
| 19. 09.<br>2023 | 09:00               | 15:00               | Ketiv LTD                               | Analýza možností na<br>trhu v oblasti realit<br>ANALYSIS OF THE INTERNATIONAL<br>REAL ESTATE AGENCIES |  |                     |              |                   | lep  |
| 20. 09.<br>2023 | 08:00               | 15:00               | Ketiv LTD                               | Vytváranie YouTube kanála<br>a jeho editovanie<br>CREATING YTB CHANNEL<br>AND EDITING THEIR VIDEOS    |  |                     |              |                   | lep  |
| 21. 09.<br>2023 | 09:00               | 15:00               | Ketiv LTD                               | MARKETINGOVÝ PRÍLOHKA<br>MARKETING REPORTER   |  |                     |              |                   | lep  |
| 22. 09.<br>2023 | 09:00               | 15:00               | Ketiv LTD                               | ÚPRAVA SOCIÁLNYCH STRAN<br>PRE FIRMU KETIV<br>EDITING <sup>UP</sup> SOCIAL SITES FOR<br>KETIV. LTD    |  |                     |              |                   | lep  |

1  
W  
E  
E  
K

J  
O  
U  
R  
N  
A  
L

Obchodná akadémia, Akadémika Hronca 8, Rožňava

2023 09 25

| Dátum/<br>Date  | Príchod/<br>Arrival | Odchod<br>Departure | Miesto výkonu<br>práce/Place of<br>work | Náplň práce/Duties  | Prerušenie pracovného času/Interruption of working hours |                     |              |                   | Zodpovedný<br>pracovník/<br>Responsible employee |
|-----------------|---------------------|---------------------|---|---|--|---------------------|--------------|-------------------|--|
|                 |                     |                     |   |   | Odchod/<br>Departure                                     | Príchod/<br>Arrival | Dôvod/Reason | Schválil/Approved |  |
| 25. 09.<br>2023 | 09:00               | 15:00               | Ketiv LTD                               | PRÍESKVA PREZENTACII,<br>МАРШАЛІА АНУЧІА НАДАНІ<br>PRESENTATION RESUME,<br>ПРОДАЖ НОВ ІДЕАІ                   |  |                     |              |                   | [Signature]                                      |
| 26. 09.<br>2023 | 09:00               | 15:00               | Ketiv LTD                               | ТРІБЕНІЕ РАПІЕТОУ<br>АНУЧІА ЗАМЕСТААНСОВ<br>СОПІАНО ДОКУМЕНТІ ВІТІ ІНІ<br>ABOUT NEW WORKERS                   |  |                     |              |                   | [Signature]                                      |
| 27. 09.<br>2023 | 09:00               | 15:00               | Ketiv LTD                               | ЗВЕРСІ АОВАНІЕ ВІДЕІ,<br>УПРАВІ РЕАЛІТЕІ СТРАІТІ<br>UPLOADING VIDEOS OF THE<br>EDITING OF THEIR R.E. SITE     |  |                     |              |                   | [Signature]                                      |
| 28. 09.<br>2023 | 09:00               | 15:00               | Ketiv LTD                               | ПРЕМІАДАНІЕ ТЕХТІ<br>УМЛАНІЕ ДОКУМЕНТІ<br>ДО АРХІВІ<br>- TRANSLATING TEXT<br>- STORING DOCUMENTS INTO ARCHIVE |  |                     |              |                   | [Signature]                                      |
| 29. 09.<br>2023 | 09:00               | 15:00               | Ketiv LTD                               | ДОКОНЧАНІЕ ВІДЕІ<br>+<br>РОЗУВІА<br>- FINISHING THE VIDEOS<br>+<br>FAREWELL                                   |  |                     |              |                   | [Signature]                                      |

2  
W  
E  
E  
K

# Used Information

<https://sk.wikipedia.org/wiki/Split>

<https://www.linkedin.com/in/marijana-%C4%8Dupi%C4%87-40636a207/>

<https://www.ketrinrealestate.com/homepage>

<https://ketrinshipping.com/>

Thank you for  
your attention

