



PRACTICE ✦ REPORT ✦

JANA TOMIOVÁ, V. A
2023/2024

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CROATIA



- **IS A SOUTHERN EUROPEAN AND BALKAN STATE ON THE SHORES OF THE ADRIATIC SEA**
- **ITS CAPITAL: ZAGREB**
- **POPULATION: (2023 EST.) 3,823,000**
- **HEAD OF STATE: PRESIDENT: ZORAN MILANOVIĆ**
- **CURRENCY: EURO. EURO AREA MEMBER SINCE 1 JANUARY 2023**



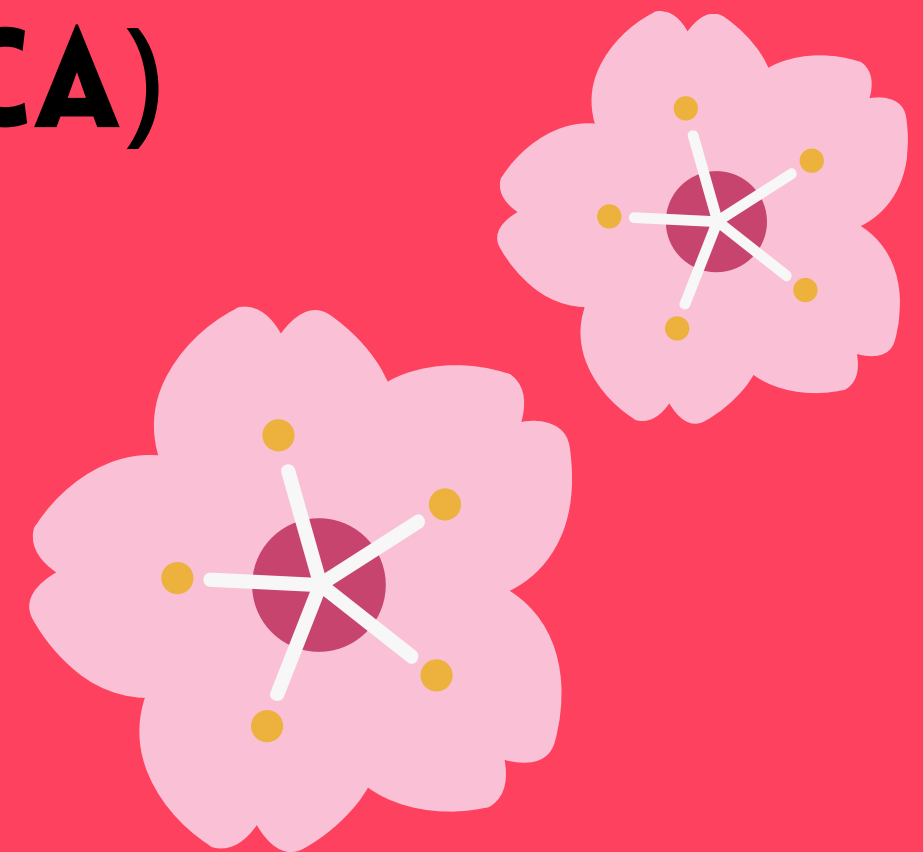
SPLIT

- IS THE SECOND-LARGEST CITY IN CROATIA AFTER THE CAPITAL ZAGREB.
- THERE IS A SEAPORT, A MILITARY BASE, AN INTERNATIONAL AIRPORT IN TROGIR AND VALUABLE ARCHITECTURAL MONUMENTS.
- ALONG WITH RIJEKA AND ZADAR, SPLIT IS THE MAIN CROATIAN PORT.
- POPULATION: 178,102 (2011)



Cultural differences

- **MORE POSITIVE/OPEN-MINDED PEOPLE**
- **IMPATIENT DRIVERS**
- **MORE PEACEFUL SOCIAL ENVIRONMENT**
- **CHEAPER WATER (JANA, CETINA, JAMNICA)**

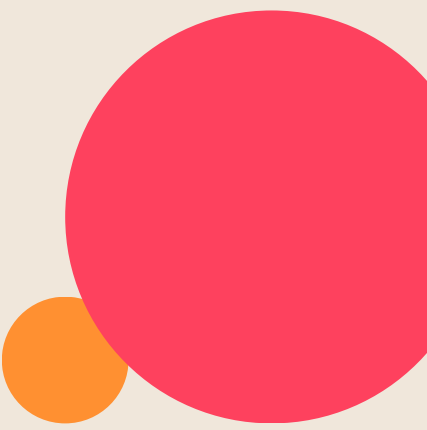


Company introduction

- **COMPANY NAME: JAVNI BILJEŽNIK, MATIJANA PARADŽIK (NOTARY OFFICE)**
- **ADDRESS: TRG HRV. BRATSKE ZAJEDNICE TRUMBIĆEVA**
- **HISTORY OF THE NOTARY OFFICE:
-1ST OF JUNE 2023- MATIJANA BECAME
THE BOSS IN OFFICE**



THEIR CLIENTELE

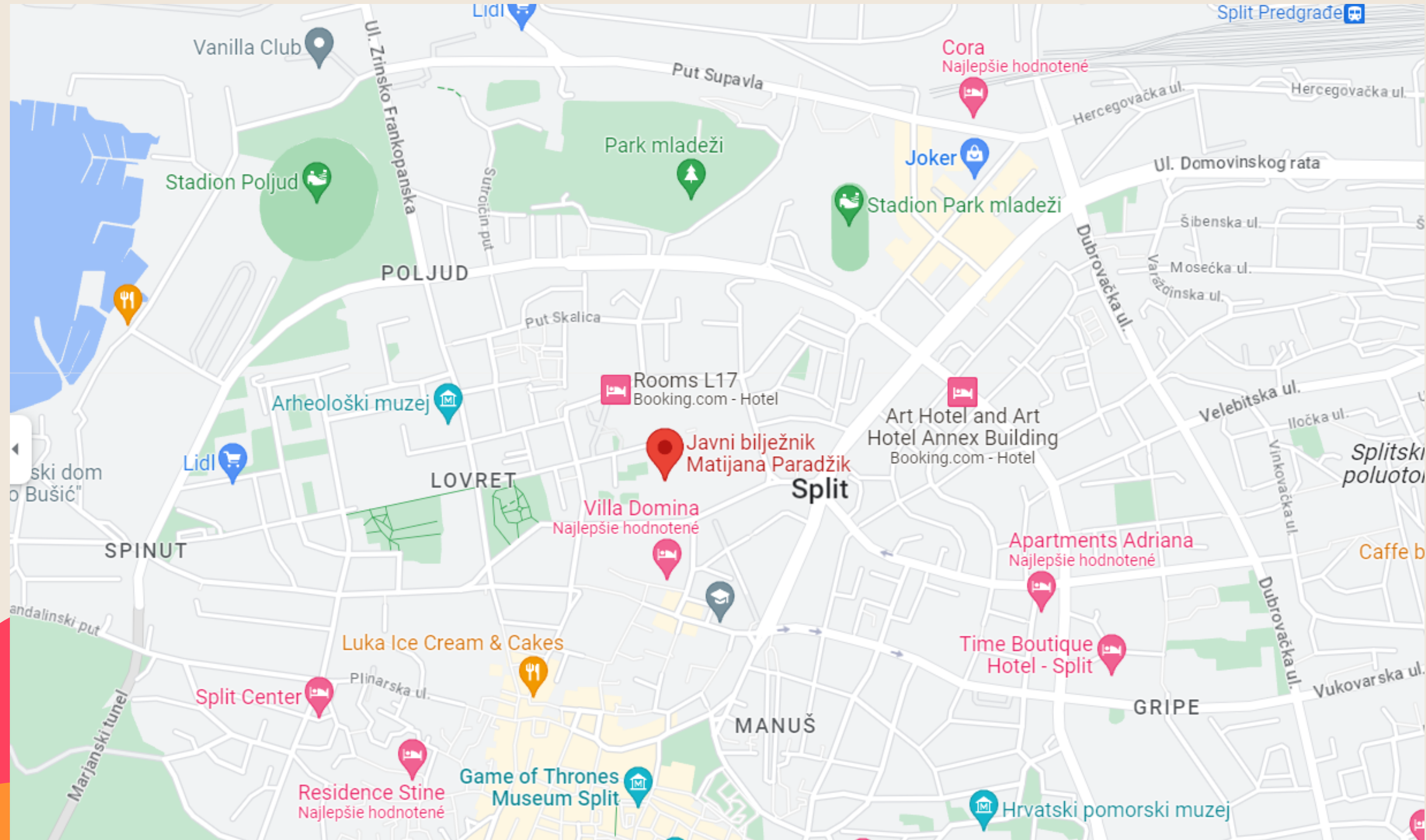


Clientele from the Notary office

120%
100%
80%
60%
40%
20%
0%

	People from Croatia	People from Serbia	People from Italy	People from English-speaking countries
■ Percent	96%	2%	1%	1%

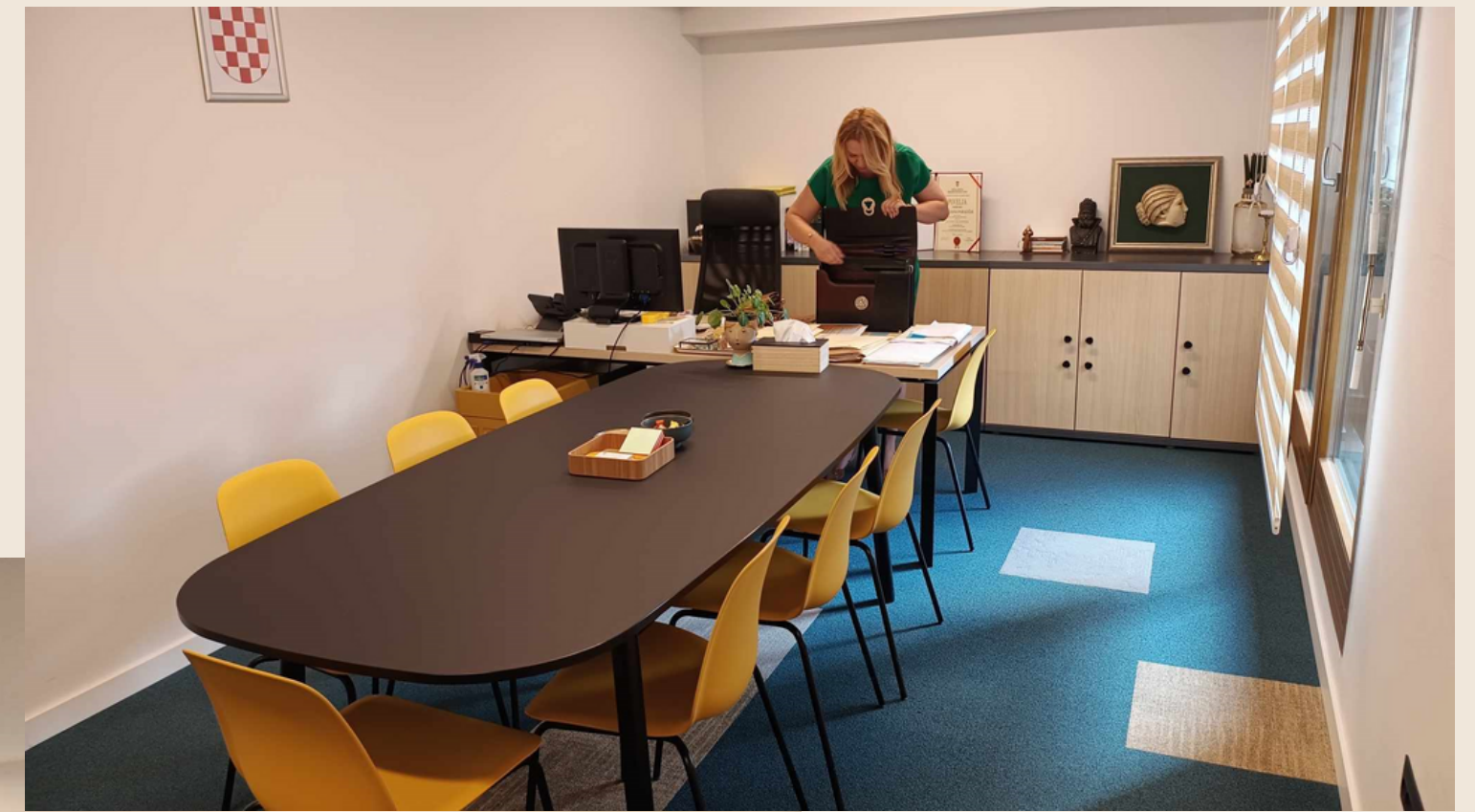
LOCATION OF THEIR COMPANY



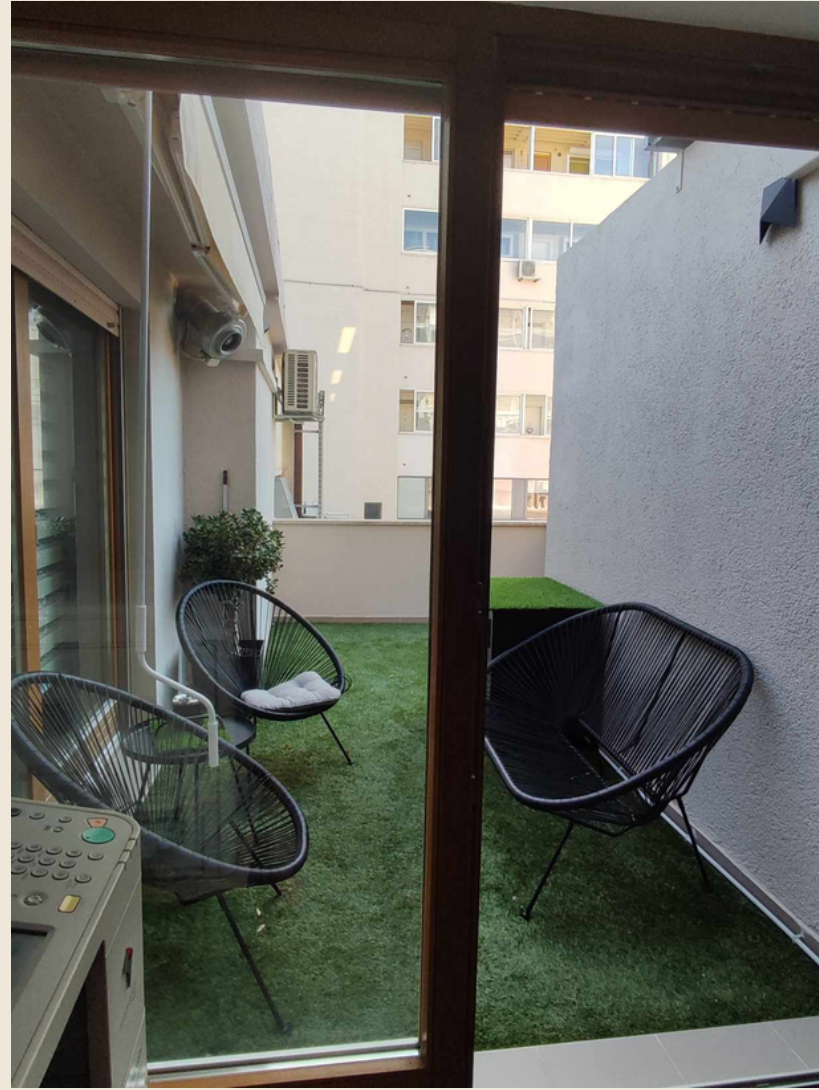
Pictures of exterior



Pictures of interior



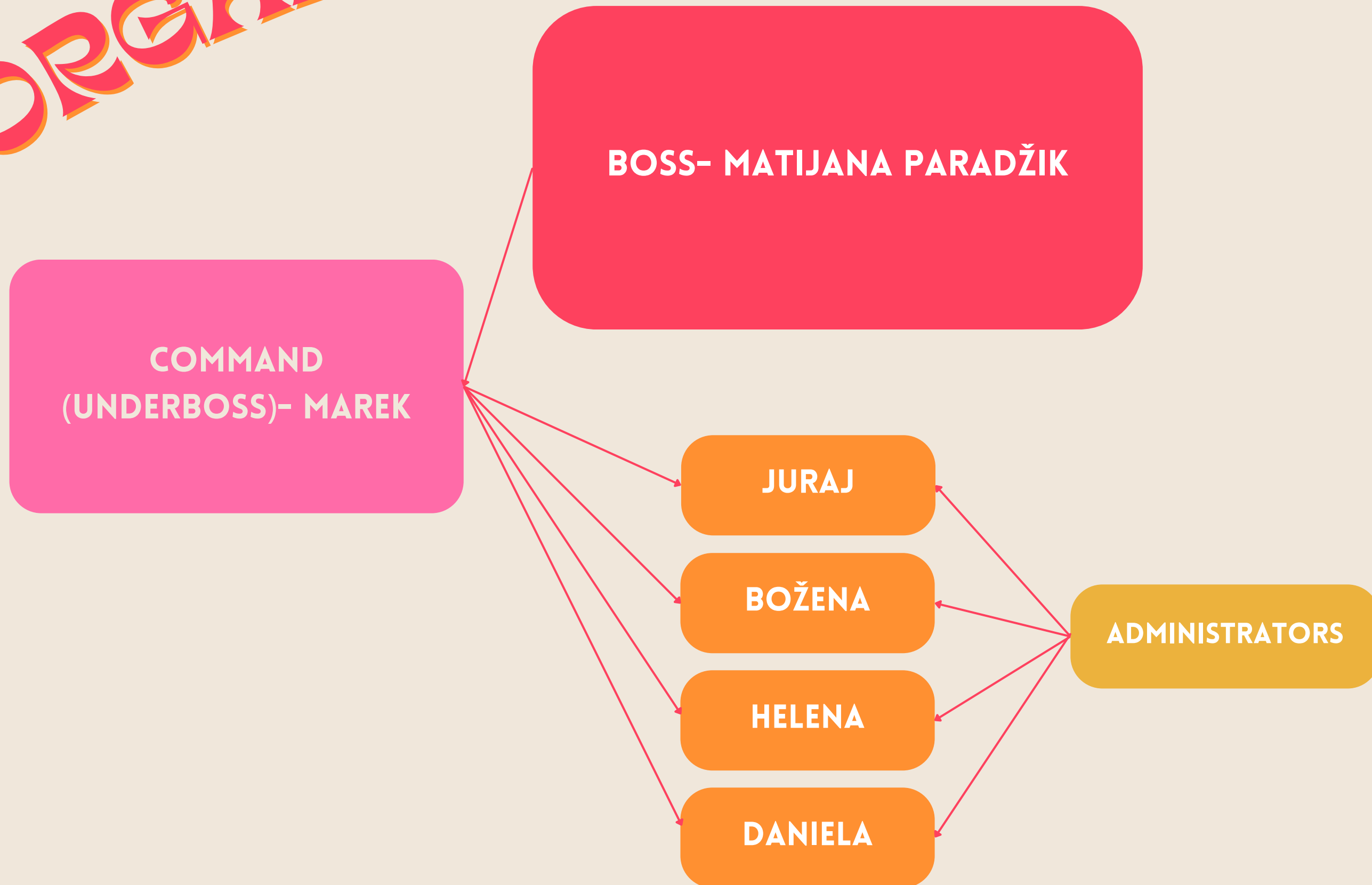
Pictures of interior



SUBJECT OF ACTIVITY

-
- **INHERITAGE OF PROPERTY (WHEN SOMEONE DIES) - FORECLOSURES**
 - **VERIFICATION OF SIGNATURES**
 - **SOLEMNIZATION OF PRIVATE DOCUMENTS**
 - **NOTARIAL ACTS**
 - **SENDING DOCUMENTS TO COURT TO OVERWRITE OWNERSHIP**
 - **TAKING DOCUMENTS OR MONEY INTO DEPOZIT**
 - **MAKING RECORDS OF VARIOUS FACTS**
 - **PROOF OF LIFE**
-

ORGANIZATIONAL STRUCTURE



MY ACCOMPLISHED ACTIVITIES

1 Organization of: files, stamps, letters

2 Forming letter in envelopes
Shredding documents

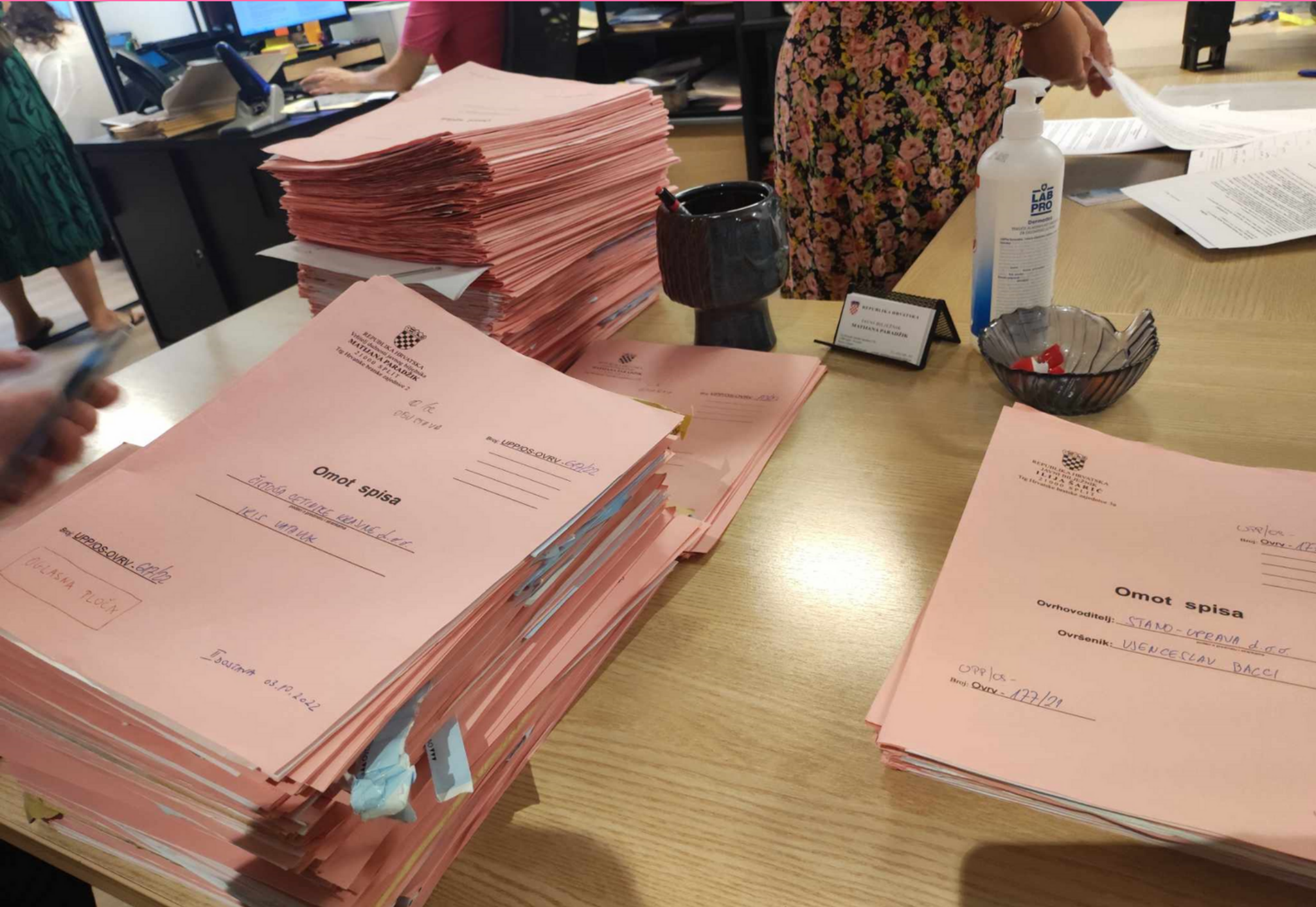
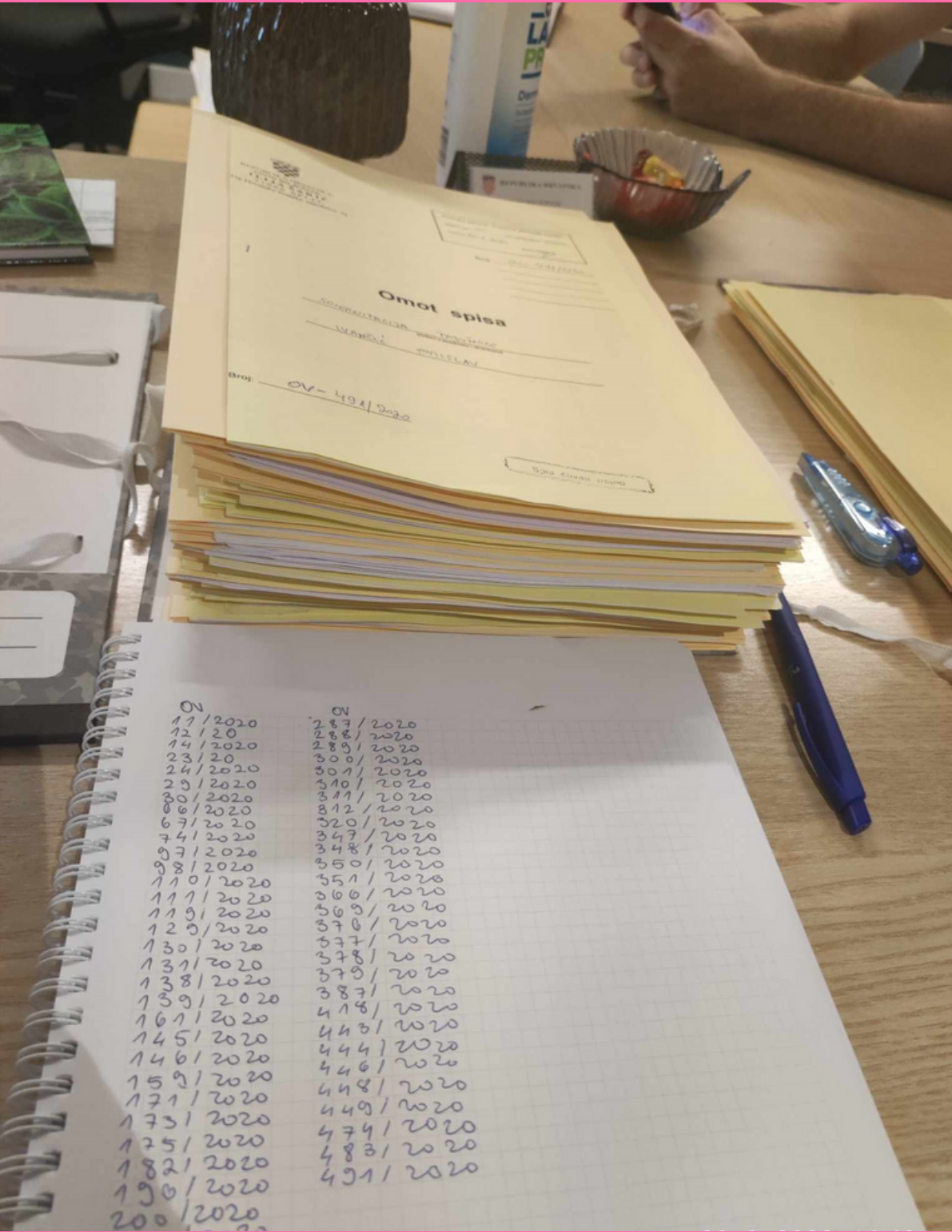
3 Establishing files into a shannon and
then in the archive

4 Making presentation for students
from Poland and presenting it to
them

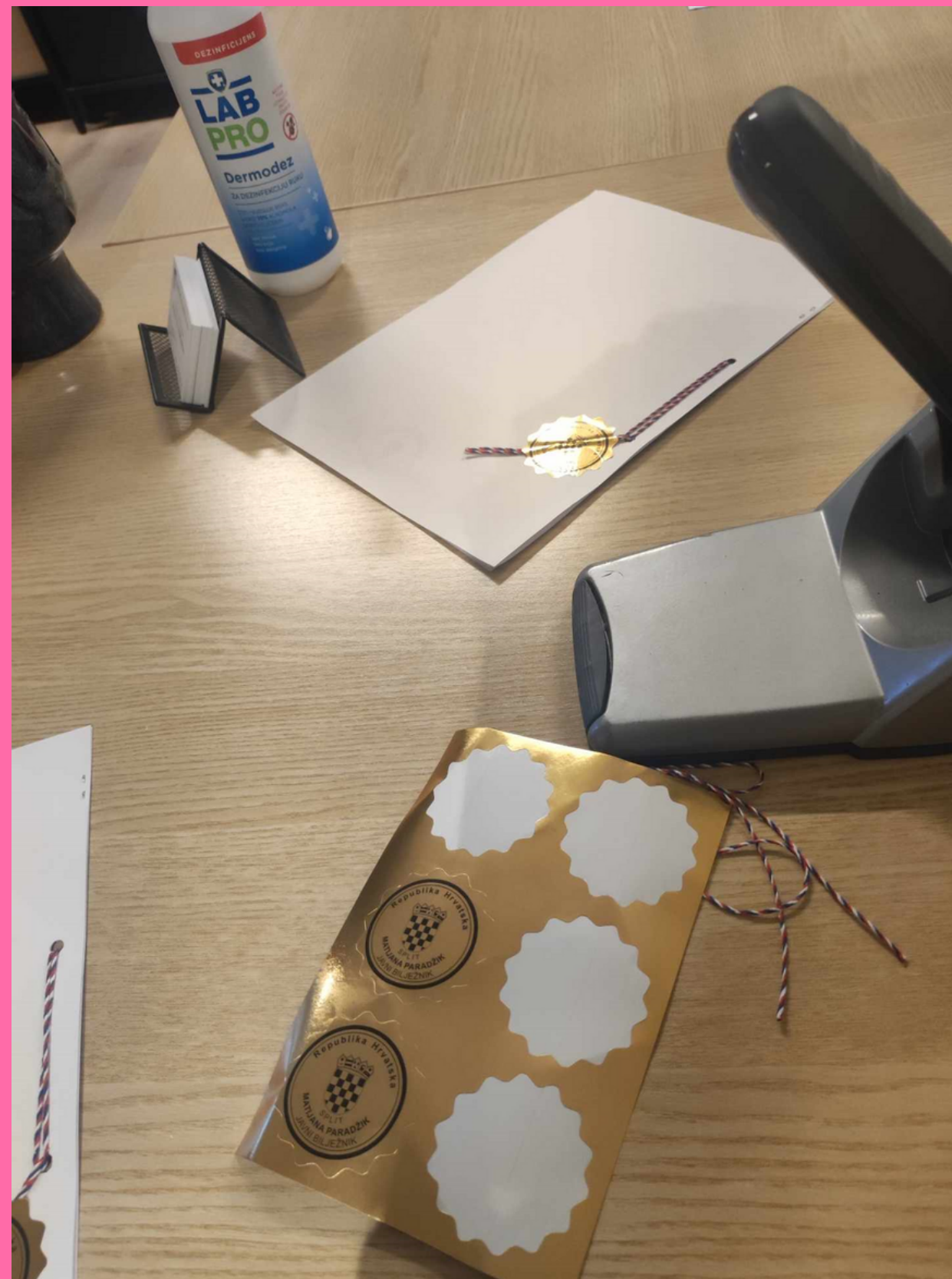
5 Writing documents in the
Registration journal

6 Checking documents according to number
Translating Croatian text into English
language

Documents I worked with



Documents I worked with



What did this practice give me?

- **EXPERIENCES:**

- I WAS PART OF THE WORKING AND ESPECIALLY BUSY DAYS IN THE OFFICE
- TALKING WITH VISITORS (GAINED SELF CONFIDENCE IN COMMUNICATING)
- REALIZING WHAT I DON'T WANT TO DO :)

- **SKILLS:**

- I'M BETTER AT ORGANIZING
- CANVA

Practice diary



Obchodná akadémia, Akademika Hronca 8, Rožňava

Name and surname
Jana Tomiova

SPLIT, CROATIA

Dátum/ Date	Príchod/ Arrival	Odchod Departure	Miesto výkonu práce/Place of work	Náplň práce/Duties	Prerušenie pracovného času/Interruption of working hours				Zodpovedný pracovník/ Responsible employee
					Odchod/ Departure	Príchod/ Arrival	Dôvod/Reason	Schválil/Approved	
18. 09. 2023	11:45	13:30	Notársky úrad v Matijany Paradžik	<ul style="list-style-type: none"> • zoznámenie so so zamestnancami, s pracoviskom a priestorom 					
			Notary office of Matijana Paradžik	<ul style="list-style-type: none"> • familiarization with employees, work place 					
19. 09. 2023	10:00	16:00	Notársky úrad v Matijany Paradžik	<ul style="list-style-type: none"> • zriadenie zrámek • triedenie spisov - podľa org. • zakladanie listov do obálek 					
			Notary office of Matijana Paradžik	<ul style="list-style-type: none"> • organization of stamps • organization of files • forming letters in envelopes 					
20. 09. 2023	10:00	16:00	Notársky úrad v Matijany Paradžik	<ul style="list-style-type: none"> • zriadenie spisov - podľa rokov 					
			Notary office of Matijana Paradžik	<ul style="list-style-type: none"> • organization of files - according to years 					
21. 09. 2023	10:00	16:00	Notársky úrad v Matijany Paradžik	<ul style="list-style-type: none"> • zakladanie spisov - podľa čísiel 					
			Notary office of Matijana Paradžik	<ul style="list-style-type: none"> • establishing files - according to numbers 					
22. 09. 2023	10:00	16:00	Notársky úrad v Matijany Paradžik	<ul style="list-style-type: none"> • overovanie určitých tried dokumentov a oznamenie chýb 					
			Notary office of Matijana Paradžik	<ul style="list-style-type: none"> • authenticating the execution of certain classes of documents 					

Practice diary



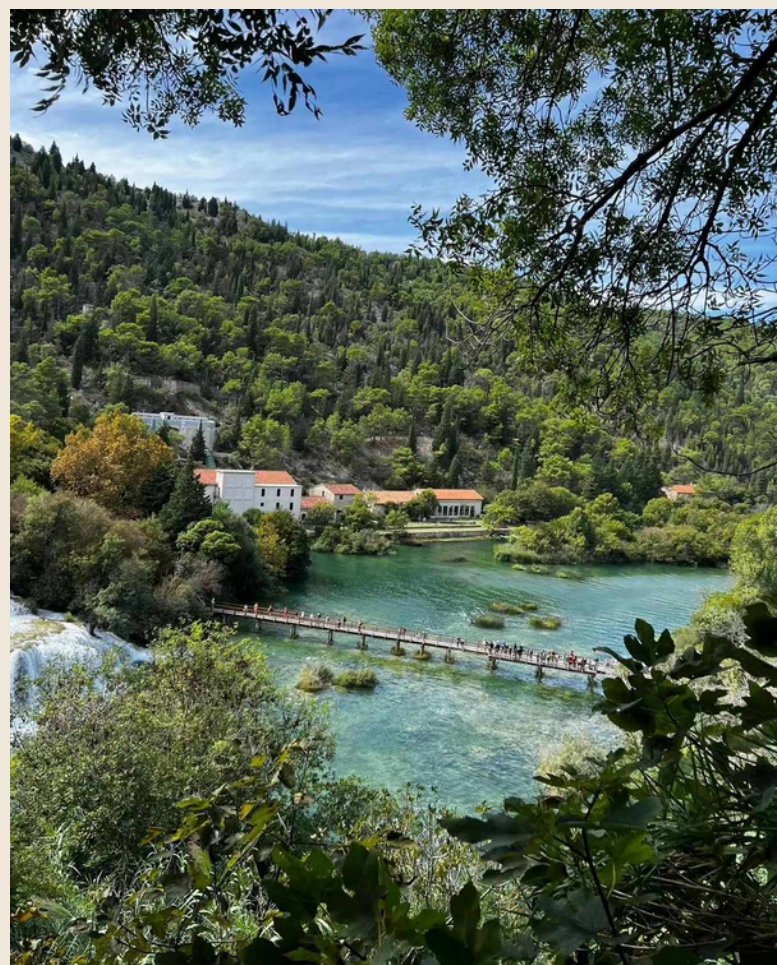
Obchodná akadémia, Akadémika Hronca 8, Rožňava

Name and surname
Jana Tomiova

SPRIT, CROATIA

Dátum/ Date	Príchod/ Arrival	Odchod Departure	Miesto výkonu práce/Place of work	Náplň práce/Duties	Prerušenie pracovného času/Interruption of working hours				Zodpovedný pracovník/ Responsible employee	
					Odchod/ Departure	Príchod/ Arrival	Dôvod/Reason	Schválil/Approved		
25. 09. 2023	10:00	16:00	Notársky úrad v Matijani Pražičik	<ul style="list-style-type: none"> Dokončenie prezentácie pre EU Mesiety Croatia Upisovanie dokladov do registra činníkov 						
			Notary office of Matijana Pražičik	<ul style="list-style-type: none"> Completion of the presentation for EU Mesiety Croatia Writing documents in the registration journal 						
26. 09. 2023	10:00	16:00	Notársky úrad v Matijani Pražičik	<ul style="list-style-type: none"> Preizkúvanie dokumentov Prezentovanie prezentácie 						
			Notary office of Matijana Pražičik	<ul style="list-style-type: none"> Stamping documents Presenting the presentation 						
27. 09. 2023	10:00	16:00	Notársky úrad v Matijani Pražičik	<ul style="list-style-type: none"> Preklad chorvatského textu do angličtiny Kontrola dokumentov v archíve 						
			Notary office of Matijana Pražičik	<ul style="list-style-type: none"> Translation of the Croatian text into English Checking documents in archive 						
28. 09. 2023	10:00	16:00	Notársky úrad v Matijani Pražičik	<ul style="list-style-type: none"> Archivovanie spisov Skartovanie dokumentov Organizovanie dokumentov 						
			Notary office of Matijana Pražičik	<ul style="list-style-type: none"> Archiving files Shredding of documents Organising documents 						
29. 09. 2023	10:00	16:00	Notársky úrad v Matijani Pražičik	<ul style="list-style-type: none"> Organizovanie štamponov v archíve Upisovanie dokladov do registra činníkov 						
			Notary office of Matijana Pražičik	<ul style="list-style-type: none"> Organizing stamps in the archive Writing documents in the registration journal 						

HOW WE SPENT OUR TIME IN CROATIA



Sources:

- https://en.wikipedia.org/wiki/Split,_Croatia
- <https://cs.wikipedia.org/wiki/Chorvatsko>
- <https://www.google.com/maps/place/Javni+bilje%C5%BEnik+Matijana+Parad%C5%BEik/@43.5154224,16.4365282,15.37z/data=!4m6!3m5!1s0x13355f53b04fc9f3:0xf3f8e2f9b6aa8238!8m2!3d43.5149375!4d16.4399326!16s%2Fg%2F11k9clclks?entry=ttu>
- <https://www.britannica.com/place/Croatia>

THANK YOU
FOR YOUR ATTENTION!

