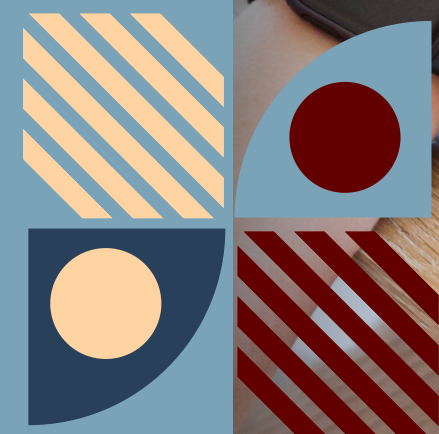




# PRACTICE REPORT

**By Erik Sanisló**



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# Croatia

**Croatia is a European country located on the Adriatic Sea's eastern coast**

**Population: 3.899 million**

**Capital city: Zagreb**

**Croatia joined the European Union this July and has seen economic growth while preserving its unique identity.**



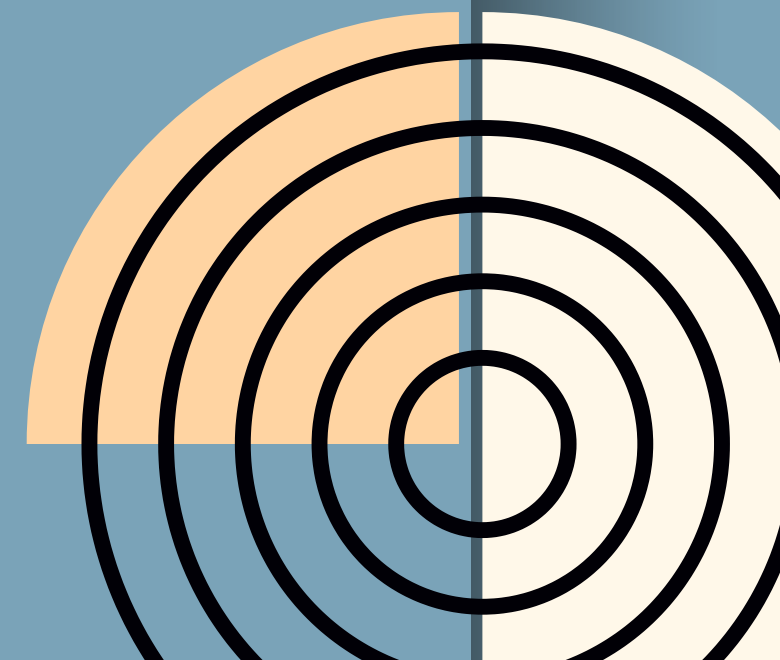
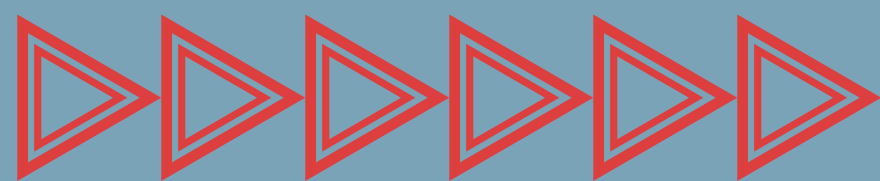
# SPLIT, CROATIA

**Split is a historic Croatian city on the Adriatic coast.**

**It's famous for Diocletian's Palace, a UNESCO World Heritage Site, and is a popular tourist destination.**

**Split is in the southern part of Croatia, in the region of Dalmatia.**

**It has a population of 178,012 people**



# CULTURAL DIFFERENCES

- People are more open-minded and positive
- Work & social environments seem less stressful
- Cheap ahh water
- Often times, drivers might attempt to run ya over





# COMPANY INTRO & HISTORY

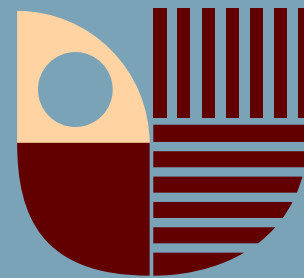
## Company Name

**Javni Bilježnik Matijana Paradžik  
(Notary Public)**



## Address

**Trg Hrvatske bratske zajednice  
2, 21000, Split, Croatia**



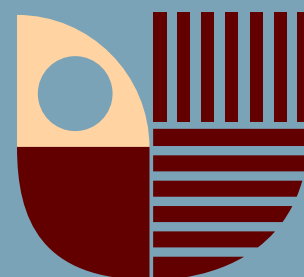
## Brief History

**Matijana became the boss of the  
Notary on July 1st, 2023:**



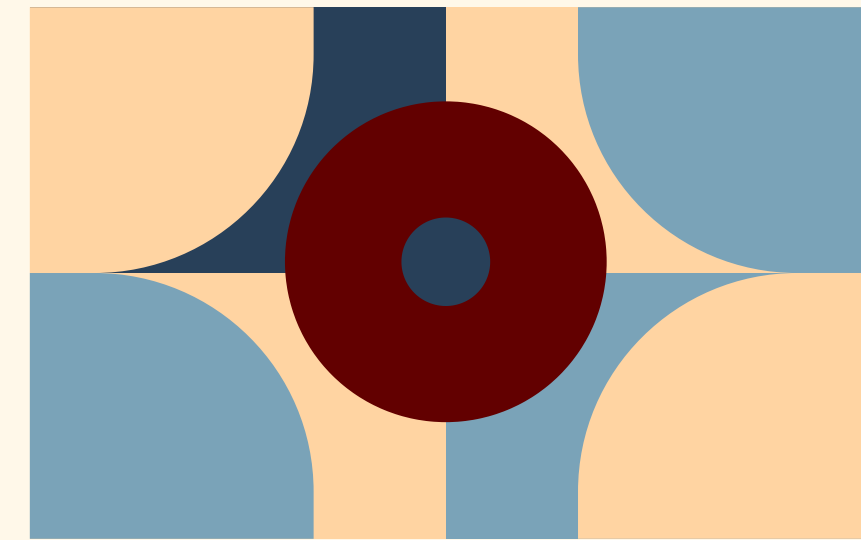
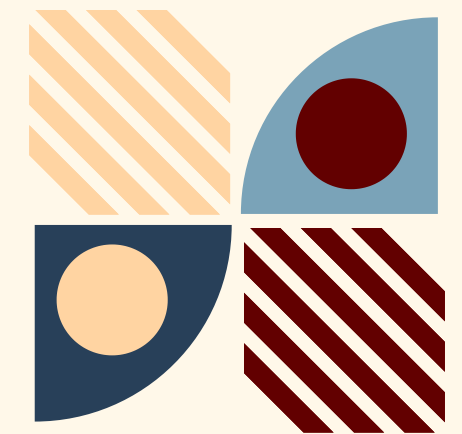
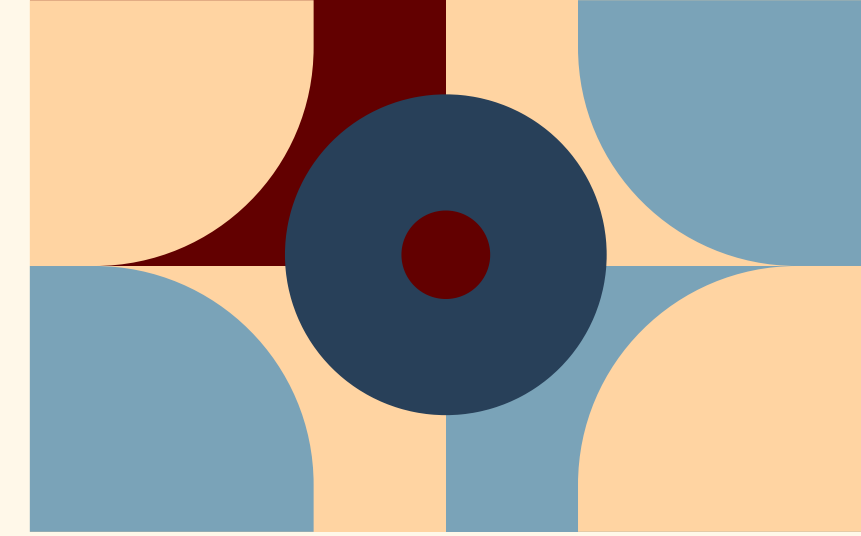
## Brief History

**Until then, she acted as  
temporary boss from 1st of  
March, 2022**

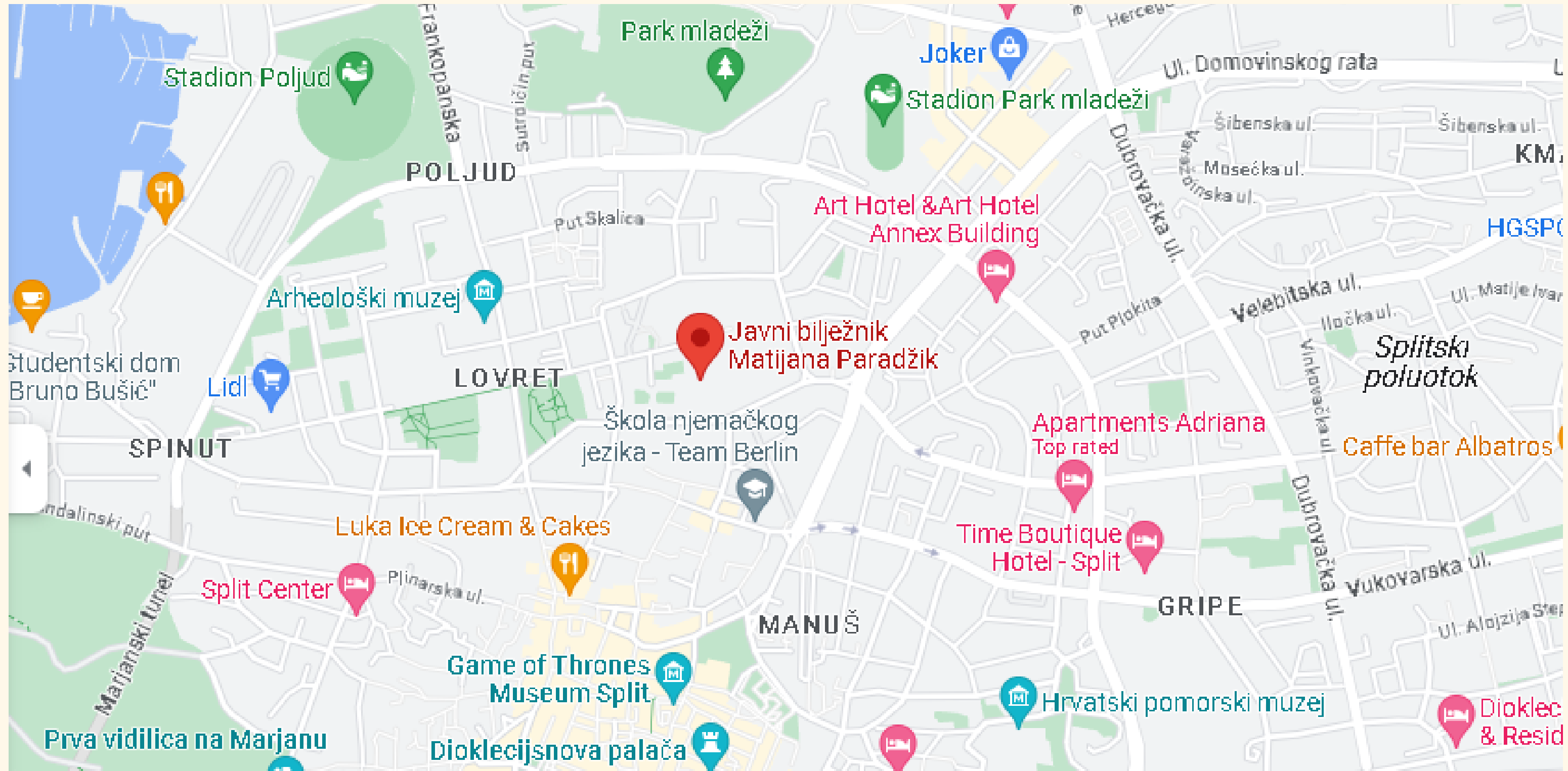


# **OFFERED SERVICES**

- Inheritance of property when someone dies - foreclosures**
- Verification of signatures**
- Solemnization of private documents**
- Notarial acts**
- Sending contracts to court to overwrite ownership**
- Taking documents or money into deposit**
- Making records of various facts**
- Proof of life**



# Location of the company





# THEIR CLIENTELE

- Croatsians (96%)
- Serbians (2%)
- Italians (1%)
- English (1%)



# INTERIOR PICTURES

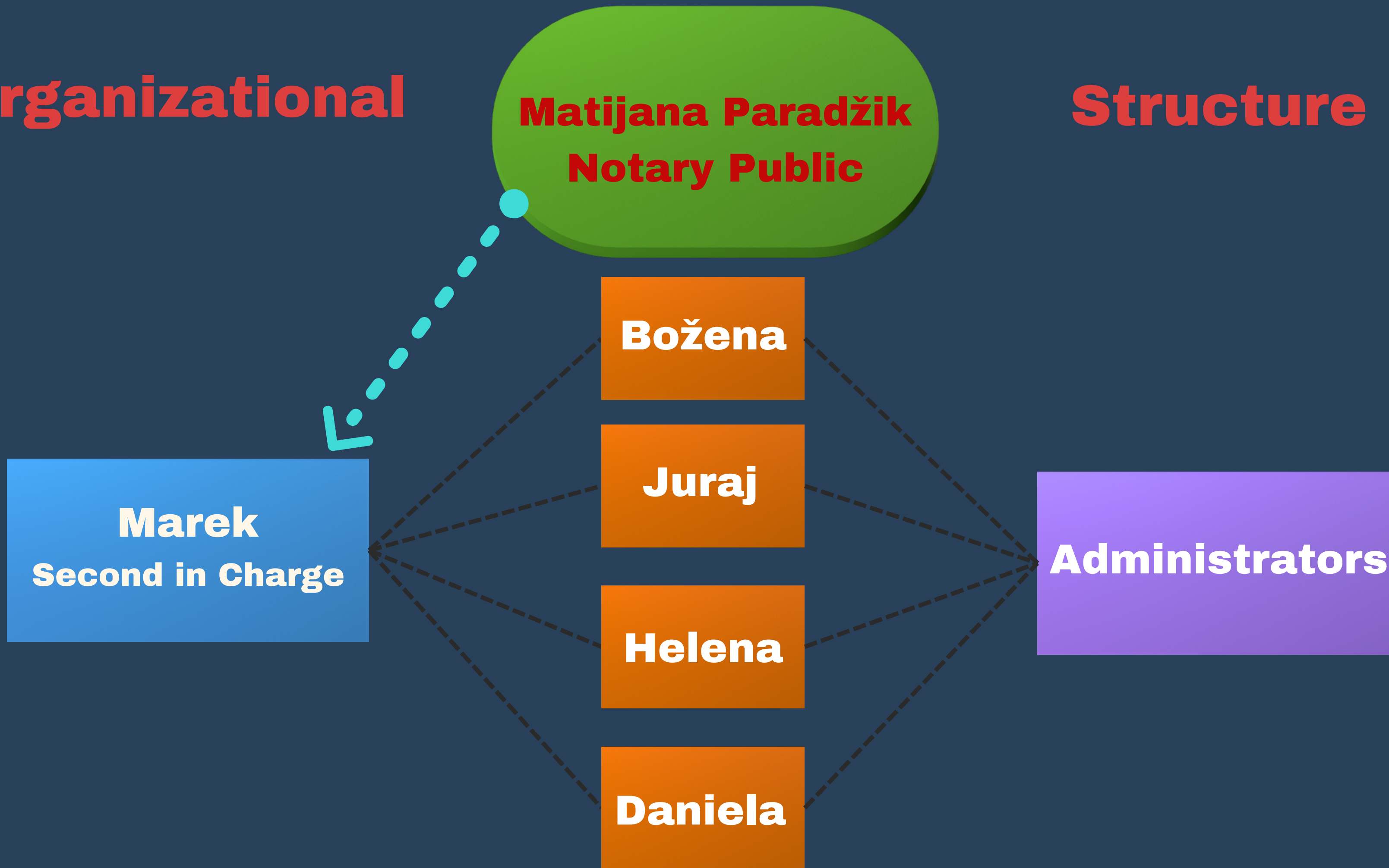


# INTERIOR PICTURES



# Organizational

# Structure



# PRACTICE DIARY



Obchodná akadémia, Akademika Hronca 8, Rožňava

Name and surname  
Erik Šovislo

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	9:45	18:30	notársky úrad v Maljane Paradžih	zoznámenie sa s pracoviskom, so zamestnancami a s pravidlami v priestoroch					
			notary office of Maljane Paradžih	familiarization with the workplace and employees					
19. 09. 2023	10:00	16:00	notársky úrad v Maljane Paradžih	triedenie spisov - podľa org. - základanie listov do obalok					
			notary office of Maljane Paradžih	organization of files - forming letters in envelopes					
20. 09. 2023	10:00	16:00	notársky úrad v Maljane Paradžih	triedenie spisov - podľa rohu					
			notary office of Maljane Paradžih	organization of files - according to year					
21. 09. 2023	10:00	16:00	notársky úrad v Maljane Paradžih	- základanie spisov podľa čísiel					
			notary office of Maljane Paradžih	- establishing files					
22. 09. 2023	16:00	16:00	notársky úrad v Maljane Paradžih	- overovanie všetkých tried dokumentov					
			notary office of Maljane Paradžih	zoznámenie chyb - authenticating the execution of certain classes of documents - notification of errors					

# PRACTICE DIARY



Obchodná akadémia, Akademika Hronca 8, Rožňava

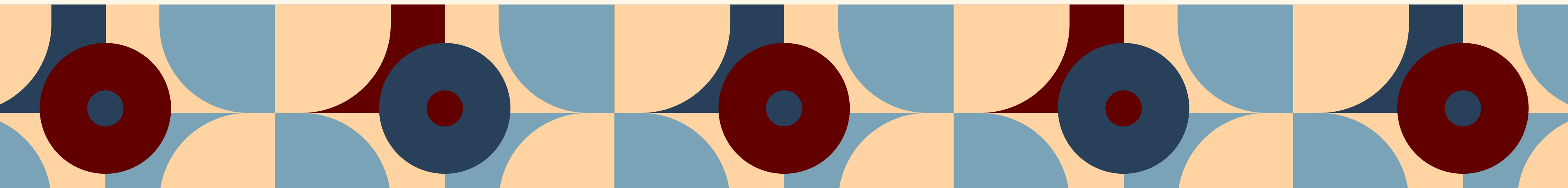
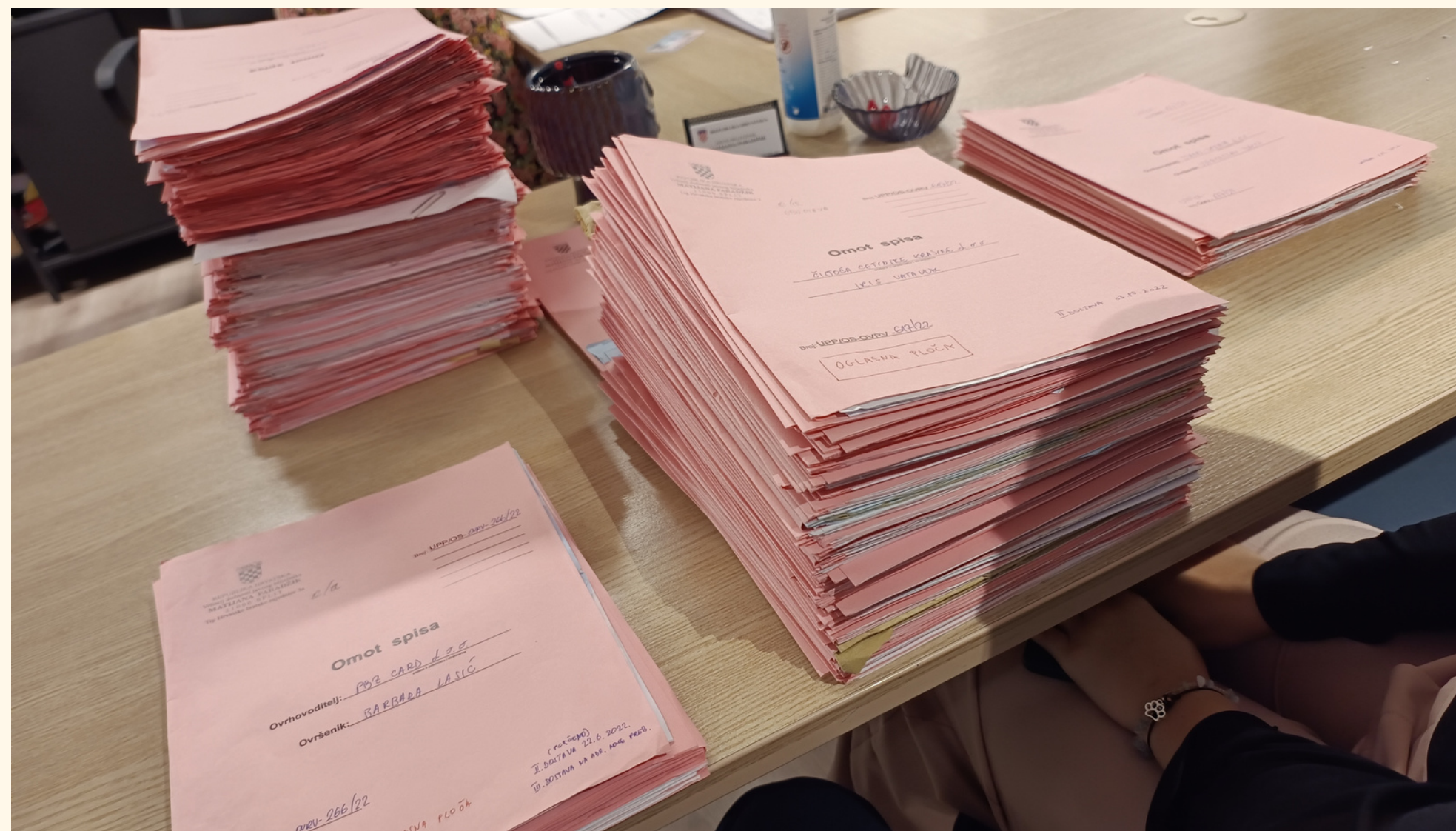
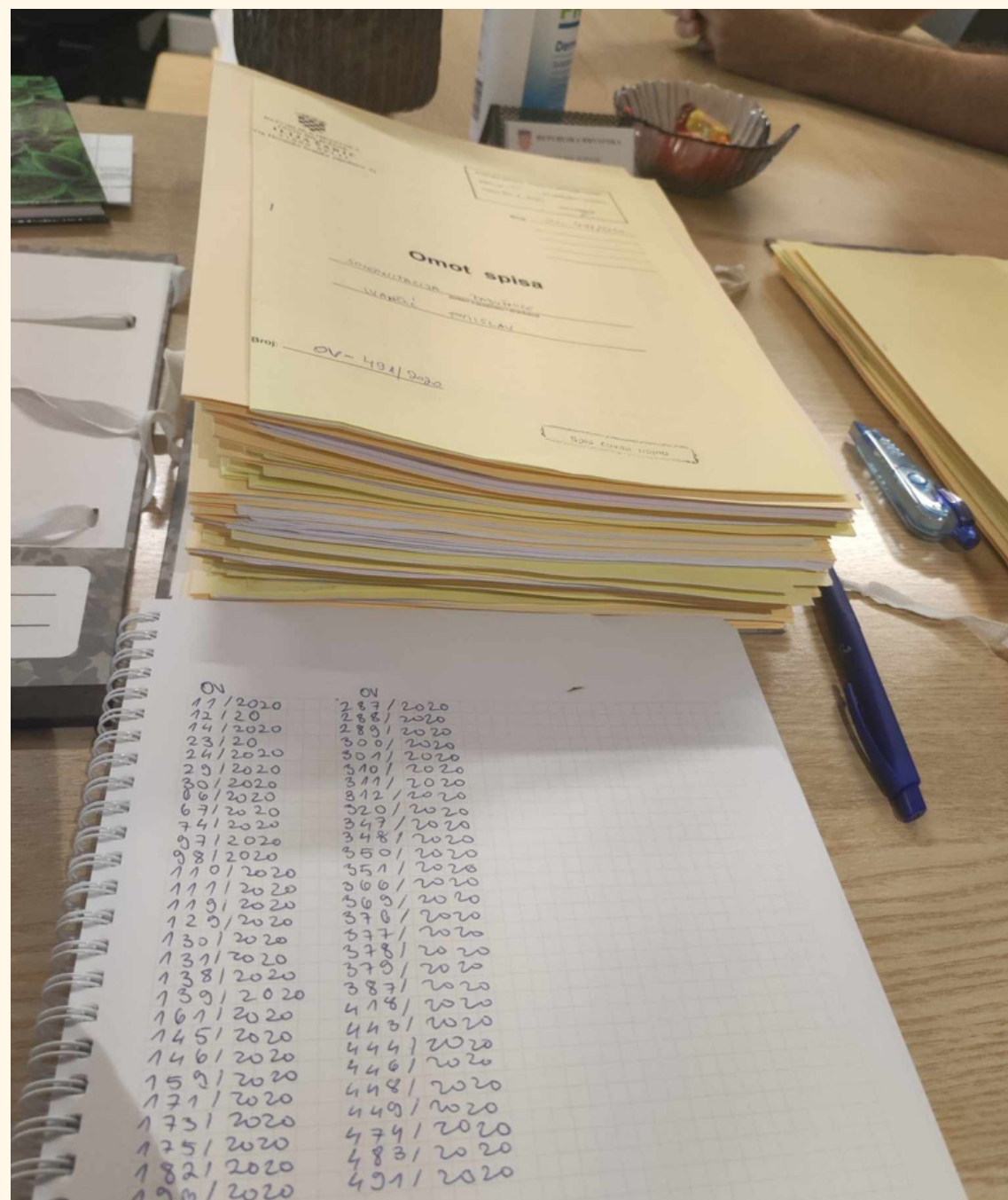
Name and surname  
Erik Šanšalo



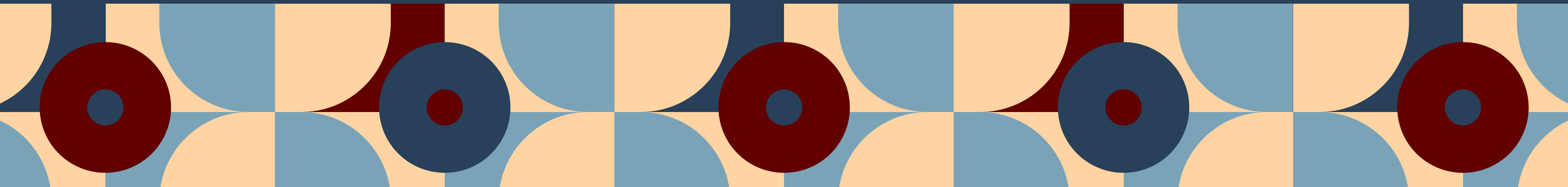
SPLIT, CROATIA

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	
25. 09. 2023	10:00	16:00	notársky úrad u Muzijana Parožič	- Dokončenie prezentácie pre EU Mobility Croatia - Vypisovanie dokladov do registra					[Signature]
			notary office of Muzijana Parožič	- Completing a presentation for EU Mobility Croatia - writing documents into the registration					
26. 09. 2023	10:00	16:00	notársky úrad u Muzijana Parožič	- Pečiatkovanie dokumentov - Prezentovanie prezentácie					[Signature]
			notary office of Muzijana Parožič	- Stamping documents - presenting a presentation					
27. 09. 2023	10:00	16:00	notársky úrad u Muzijana Parožič	- preklad Chorvátskeho textu do Angličtiny (pomocou prekladáča) - Kontrola dokumentov v archíve					[Signature]
			notary office of Muzijana Parožič	- translation of Croatian text into English - checking documents in archive					
28. 09. 2023	10:00	16:00	notársky úrad u Muzijana Parožič	- archivovanie spisov - štartovanie dokumentov - Organizovanie dokumentov					[Signature]
			notary office of Muzijana Parožič	- File archiving - Document shredding - organizing documents					
29. 09. 2023	16:00	16:00	notársky úrad u Muzijana Parožič	- Pečiatkovanie dokumentov - štartovanie dokumentov - Organizovanie dokumentov					[Signature]
			notary office of Muzijana Parožič	- Stamping documents - Document shredding - Organizing documents					

# DOCUMENTS THAT I WORKED WITH

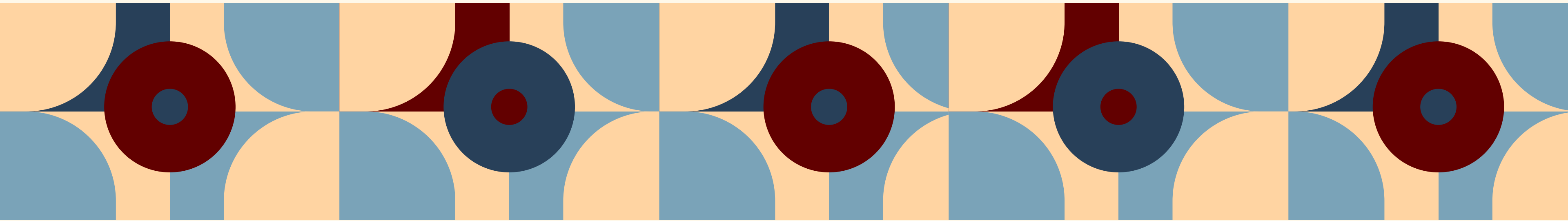


# MOST IMPORTANT DOCUMENT THAT I WORKED WITH





# LIST OF ACCOMPLISHMENTS



- **Writing documents in the Registration journal**
- **Checking documents according to number**
- **Forming letter in envelopes**
- **Making presentation for students from Poland and presenting it to them**
- **Shredding documents**
- **Organization of: files, stamps, letters**
- **Piling files together and archiving them**

# WHAT DID I GAIN FROM THIS PRACTICE?

- Practiced my English communication skills
- Got a taste of what it's like to work in an office environment
- Improved organizational skills

# SOURCES

<https://chat.openai.com>

<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>

[Google Images](#)

**Thank you for  
your attention**

