



PERSONAL INFORMATION

Name and Surname	Jovan Stefanovski
Adress	st. Ograzhden no.3/4-13 Skopje
Telephone	/
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E-mail	jov.box@outlook.com
Nacionality	Macedonian
Date of birth	29 December, 1987
Sex	Male

WORK EXPERIENCE

<ul style="list-style-type: none"> • Company Name and Adress • Industry branch or sector • Work position • Basic activities and responsibilities 	<p>„Hotel Rose Diplomatique“ Skopje Hospitality and tourism</p> <p>Receptionist</p> <ul style="list-style-type: none"> • <i>Receiving reservations (booking.com, mail, Phone)</i> • <i>Welcoming and sending guests (accommodation by rooms with or without rooming lists, etc)</i> • <i>Restaurant Activities (Buffet Dining, Serving Guests, Coffee Machine / Barista)</i> • <i>Preparing Accounts / Invoices , Cash, Working with Fiscal and POS Terminals etc.</i>
<ul style="list-style-type: none"> • Company Name and Adress • Industry branch or sector • Work position • Basic activities and responsibilities 	<p>„Prografika“ Skopje Graphic industry / Printing / Indoor & Outdoor Advertising</p> <p>Graphic Design</p> <ul style="list-style-type: none"> • <i>Graphic Design</i> • <i>Cutter operator</i> • <i>Graphic Knife operator</i> • <i>Printer Operator</i>
<ul style="list-style-type: none"> • Company Name and Adress • Industry branch or sector 	<p>„Mono Art“ Skopje Hand Crafted Art</p>

• Work position	Manager / Owner
• Basic activities and responsibilities	<ul style="list-style-type: none"> • Sale • Marketing • Design • Production
• Company Name and Address	„OK DOOEL“ Skopje
• Industry branch or sector	Graphic industry / Printing / Indoor & Outdoor Advertising
• Work position	Graphic Design
• Basic activities and responsibilities	<ul style="list-style-type: none"> • Graphic Design • Cutter operator • Graphic Knife operator • Printer operator
• Company Name and Address	„Mamut Design“ Skopje
• Industry branch or sector	Graphic industry / Printing / Indoor & Outdoor Advertising
• Work position	Graphic Design
• Basic activities and responsibilities	<ul style="list-style-type: none"> • <i>Laser-engraver management</i> • <i>Laser engraver operator</i> • <i>Graphic Design</i>
• Company Name and Address	„X Print“ Skopje
• Industry branch or sector	Graphic industry / Printing / Indoor & Outdoor Advertising
• Work position	Graphic Design
• Basic activities and responsibilities	<ul style="list-style-type: none"> • Graphic Design • Cutter operator • Graphic Knife operator • Printer operator

EDUCATION

• Date (from - to)	September, 2002 – May, 2006
• Name and type of educational institution	High School „Lazar Tanev“ Skopje
• The skills he acquired	<i>Hotel Tourist technician</i>
• Date (from - to)	September, 2009
• Name and type of educational institution	Macedonian Red Cross, Red Cross of Skopje
• The skills he acquired	<i>First aid in the workplace</i>
• Date (from - to)	February, 2007

<ul style="list-style-type: none"> • Name and type of educational institution • The skills he acquired 	„Algoritam center“ MS Office
<ul style="list-style-type: none"> • Date (from - to) • Name and type of educational institution • The skills he acquired 	December, 2010 „Nova Consulting And Education“ Accounting and bookkeeping certificate

<ul style="list-style-type: none"> • Date (from - to) • Name and type of educational institution • The skills he acquired 	March, 2019 „Code Academy Macedonia“ Full Stack Web Developer certificate
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PERSONAL SKILLS

NATIVE LANGUAGE	Macedonian
OTHER LANGUAGES	English
<ul style="list-style-type: none"> • Reading • Writing • Communication 	Proficient Proficient Proficient
TECHNICAL SKILLS AND COMPETENCES	<ul style="list-style-type: none"> • Knowledge of Windows, Linux (Ubuntu) operating systems • CorelDraw, Adobe Photoshop, Adobe Illustrator, In Design • HTML, CSS, JavaScript (Jquery, React), NodeJS, MySQL, API • Microsoft Word, Excel, PowerPoint, Internet, Quick Typing, • Knowledge of working with hotel systems • Effective management of finances • Knowledge of bookkeeping
SOCIAL SKILLS	<ul style="list-style-type: none"> • Communicative and open to different considerations • A good team player • Ability to handle conflict situations • High level of creativity • Ability to respond quickly to a given situation
WORK ENVIRONMENT SKILLS	<ul style="list-style-type: none"> • Excellent managerial and human skills • Ability to build a team • Good time management • Analytical and decisive approach to work
DRIVERS LICENCE	<ul style="list-style-type: none"> • B cat.