



Contact



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Career Objective

Experienced Human Resources Manager with a demonstrated history of working in the human resources industry.

- HR Generalist
- HR Manager (SME Sector)
- HR Administrator
- Talent Acquisition Specialist
- Recruiter - specialized for IT sector

Strong human resources professional with a Master of Business Administration (MBA) focused in international management from Faculty of International Management

Certificates

- OIK Beograd - Junior IT Recruiter - June 2022 - October 2022
- PEGASUS - training for professional registration and selection of workers - 23rd October 2021
- CENTRAL REGISTER - BS Belgrade - number 21/2021 24th February 2021
- Professional exam - 2020 by the Ministry of labor, employment, veterans and social politics of Republic of Serbia 19th February 2020 - License number 152-02-61/2020-02 certified by Ministry of labor employment, veterans and social politics of Republic of Serbia
- Professional exam - 2006 by the Ministry of labor, employment, veterans and social politics of Republic of Serbia, 18 February 2006 - License number 152-02-00610/2006-03 certified by Ministry of labor, employment, veterans and social politics of Republic of Serbia

Nemanja Simeunović

HR Manager - SME & PSS

Work experience

• HR Administrator

March 2021 -

SECUT doo Beograd, Bulevar Mihajla Pupina 6

- Complete management of HR department (drafting of labor contract, personal data of employees, cooperation with PIO Fund, RHIF)
- Controlling data in Central register (registration, deregistration)
- Cooperation with PIO Fund - <https://esalter.pio.rs>, RFIF, Central register and Ministry of internal affairs Republic of Serbia
- Using ASW and ERM software

• HR Manager

March 2018 - March 2021

G2 Falcon 2017 doo Beograd, Kratohvila Jovana 6

- Complete management of HR department (drafting of labor contract, personal data of employees, cooperation with PIO Fund, RHIF, SORS)
- Controlling data in Central register (registration, deregistration)
- Sending monthly data reports to SORS
- Using MPP software
- Complete management of competitions for new jobs (announcements, conducting interviews, testing selection, reporting to superiors)
- Using HR Lab and LinkedIn

• HR Manager

June 2011 - March 2018

Siom Invest doo Beograd, Cvijićeve 20

- Complete management of HR department (drafting of labor contract, personal data of employees, cooperation with PIO Fund, RHIF)
- Controlling data in Central register (registration, deregistration)
- Complete management of competitions for new jobs (announcements, conducting interviews, testing selection, reporting to superiors)
- Using HR Lab and LinkedIn
- E Banking using Halcom service

Additional skills

- Statistical reports
- Marketing resarches
- Negotiations
- MS Office package
- E banking
- Canva

Education

October 1996 - June 2000 Faculty of international management Belgrade
Manager of international business and administration - MBA

October 1995 - September 1996 Intercollege Limassol, Cyprus
Business and administration