




# MGR. MILAN HAVIAR

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Date of birth: 6. 5. 1994 

Motivated, tech-savvy person with strong analytical skills and finance background. I work with passion for numbers and with a focus on deep process understanding and automation. I like to learn new skills that would improve my skillset and which would help me to improve current processes. As I'm focusing on optimizing the processes this includes a lot of communication, due to that I consider myself as Effective communicator and problem-solver, skilled in collaborative solution-finding.

## SKILLS

Microsoft Excel

Visual Basic for Applications (VBA)

Microsoft Power Automate

Microsoft PowerApps

SQL Server Management Studio (SSMS)

Single-entry accounting

Automation

Microsoft Power Bi

Python

## LANGUAGES

Slovak

Proficiency (C2)

English

Advanced (C1)

## INTERESTS OR HOBBIES

In my free time, I like to do sports, mainly cycling. I also enjoy traveling. One of my main passions is technology, which has led me to home automation, data, and programming. Whenever I have free time, I try to focus on these areas.

## DRIVING LICENSE

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## ADDITIONAL INFORMATION

## WORK EXPERIENCE

### SENIOR OPERATION SPECIALIST

ETOPS SK (STEPSTONE) / JULY 2021 - CURRENTLY

Dealing with American/European Private Debt funds for Stepstone Group. Besides of Daily/monthly agenda. Responsible for optimizing various processes that significantly reduce time spent on various tasks. Specializing on data analysis, designing solutions that automate processes, enhance efficiency and data quality primarily in Excel/VBA. With basic understanding of Power Automate/App, SQL and Power Bi. My Main agenda includes:

- Reporting
- Data collection, system update, ensuring data quality
- Designing processes
- Automating processes in Excel, VBA, Power Automate/App Improving data Quality
- Cooperating on various Data migration projects Setting up, defining processes, developing various automation/Data quality projects that helps team to save hours of time and improve data quality.
- Training of new colleagues
- Contribution analysis of different Balance sheet items
- Cash accounts monitoring, reconciliations, payment instructions
- Production of independent fund valuation (Net Asset Value)
- Active communication with various counterparties (administrator, custodian, bank, auditor)

### FUND ADMINISTRATOR

CIRCLE PARTNERS / BRATISLAVA, SLOVAK REPUBLIC / MARCH 2021 - JULY 2021

- Production of independent fund valuation (Net Asset Value)
- Booking of daily transactions
- Payment processing
- Communication with various counterparties (administrator, custodian, bank, auditor)

### INTERNSHIP (UNITED STATES)

ORIENTA BEACH CLUB, WESTCHESTER, NEW YORK / MARCH 2020 - FEBRUARY 2021

- Introduction to the daily operations and business expectations and the management of a club.
- Working on daily agenda.
- Organizing events
- Working on various tasks in the field of planning, accounting, quality controls etc.

### HOSPITALITY WORKER (UNITED STATES)

EVELYN HILL INC. 1 LIBERTY ISLAND, NEW YORK / NEW YORK, USA / JUNE 2019 - SEPTEMBER 2019

I studied Finance and Banking at Comenius University in Bratislava. Through my studies I mostly tried to gain experience in finance/tech field working in Tatrabank and Johnson Controls. I spent year and half in US where I was gaining abroad experience.

- Cultural exchange program.
- Gaining new experience abroad.
- Working in hospitality (statue of liberty)

#### **DATA EXTRACTION WORKER**

JOHNSON CONTROLS INTERNATIONAL SPOL. S R.O. / SEPTEMBER 2018 - MAY 2019

- Part time job through college
- Providing support of tax department a other Johnson controls branches.
- Working on daily agenda reports in SAP, JDE.

#### **SALES SUPPORT ASSISTANT**

TATRABANKA, BRATISLAVA / DECEMBER 2017 - MAY 2019

- Part time job through college
- Working with CRM systems.
- Setting up accesses for employees.
- Working on daily agenda.

## **EDUCATION**

#### **FINANCE AND BANKING**

Faculty of Management (Comenius University) / Bratislava, Slovak Republic / 2014 - 2019

#### **SECONDARY ELECTROTECHNICAL SCHOOL ZOCHOVA 9**

Telecommunications  
Bratislava, Slovak Republic / 2009 - 2013

#### **COURSE OR CERTIFICATE**

#### **MICROSOFT POWER BI DESKTOP FOR BUSINESS INTELLIGENCE**

Udemy / 2024 - 2024

Course designed to follow the key stages of the business intelligence workflow (data prep, data modeling, exploratory data analysis, data visualization & dashboard design) and simulate real-world tasks that data professionals encounter every day on the job:

#### **BEGINNER PYTHON PROGRAMMING MOOC**

University of Helsinki / 2025 - 2025

Introduction to Python provided by University of Helsinki.