ROBERTO KENCHEVSKI

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EMPLOYMENT HISTORY

Dec. 2020 - Present
Bitola, Macedonia

Insurance Specialist, Taskforce BPO

- Calculate premiums and establish payment method.
- Perform administrative tasks, such as maintaining records and handling policy renewals.
- Monitor insurance claims to ensure they are settled equitably for both the client and the insurer.
- Contact underwriter and submit forms to obtain binder coverage.

Apr. 2013 -
Bitola, Macedonia

General IT, Freelance

- Modify, maintain, and repair electronics equipment and systems to ensure that they function properly.
- Evaluate machine or process control requirements to develop device or controller specifications suited to operating environments.
- Maintain an inventory of parts for emergency repairs.
- Train users to use new or modified equipment.
- Coordinate installation of software system.
- Design or develop software systems, using scientific analysis and mathematical models to predict and measure outcome and consequences of design.
- Prepare project status reports by collecting, analyzing, and summarizing information and trends.
- Monitor the performance of project team members, providing and documenting performance feedback.
- Confer with project personnel to identify and resolve problems.

EDUCATION

Sep. 2015

COMPUTER SCIENCE AND COMMUNICATIONS ENGINEERING

- Faculty of Information and Communication Technolog, Bitola, Macedonia

Jun. 2014	High School Diploma:Computer Technologies and Automation, Telecommunications Systems
	• SOTU "Gorgi Naumov"-Bitola, Bitola, Macedonia

SKILLS

IT Management	Cloud Computing
Citrix	Machine learning
Systems and networks	Data analysis
Communication	Computer Hardware
TeamViewer	

LANGUAGES

English	Native speaker

ADDITIONAL INFORMATION

DRIVING LICENCE "B"