

ЛИЧНИ ИНФОРМАЦИИ

Marko Djeparoski



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Gender Male | Date of birth 20/09/1990 | Nationality Macedonian

WORKING EXPERIENCE

- Date **May 2015 – Present**
- Name and address of employer **Transport Company "Deni Internacional"**
📍 ul.34 br.22 nas.Iinden , Skopje, Macedonia
- Type of business or sector **Transport and Logistic**
- Occupation or position held **Transport Administrator - Fleet Management**
- Responsibilities
 - Management, organization and ordering the OBU post-paid units for all EU - countries as well as management of post-paid fuel cards
 - Monitoring operational expenses of the fleet
 - Developing strategies to cut costs and find the fastest delivering routes
 - Collaboration with insurance companies regarding insurance claim settlements
 - Calculating driver's payment according to the driven kilometers and per diems
 - Complying documentation with national and EU transport legislation
 - Calculating the monthly earnings of the fleet
 - Claim yearly VAT return regarding foreign cash and invoice payments
- Date **November 2013 – December 2014**
- Name and address of employer **Building Construction Company "Dom Gradba"**
📍 ul. Fredrik Shopen br.18, Skopje, Macedonia
Point of contact :Jasmina Ackovska
📠 +389 (0)2 32 32 315 ✉ jasmina.ackovska@yahoo.com
- Type of business or sector **Construction**
- Occupation or position held **Sales and human resource Manager**
- Responsibilities
 - Full responsibility of three departments (administration, human resources and sales)
 - Creating databases for potential and future customers of the company
 - Attend meetings with clients
 - Analysis of sales and database of sold products and contracts
 - Dealing with all levels of decision-making
 - Prepare and deliver offers for the customers
 - Updating customers about the company's activities
 - Identify changes in domestic and foreign markets
 - Coordinate company`s staff
 - Providing the necessary documents required at the stage of signing contracts
 - Knowledge and presentation of the complete portfolio of the company
 - Dealing with the insurance of personnel and property of the company.

- Date **June 2013 – September 2013**
- Name and Address of employer Del Mar Bistro and Bar, Cape Cod
907 Main Street, Rt. 28 Chatham, USA
John Zahardian 02 633-1821
- Type of business or sector Food and Beverage
- Occupation or position held **Assistant Manager**
- Responsibilities
 - Identify and delegate responsibilities to shift leaders and staff to ensure objectives are met and excellent service is consistently achieved
 - Effectively manage the restaurant in the absence of the Restaurant Manager
 - Consistently review operations and staff to identify any problems, concerns, and opportunities for improvement
 - Identify employee weaknesses and retrain as necessary
- Date **March 2012 – June 2012**
- Name and Address of employer Ministry of Foreign Affairs
Bul, "Filip Vtorii Makedonski" br. 7,1000, Skopje, Macedonia
- Occupation or position held **Internship**

EDUCATION AND TRAINING

- Date (from – to) **September 2013 – present**
- Name and type of organization providing education and training University American College Skopje, Skopje, Macedonia
- Principal subject / occupational skills covered **Master Studies – Management**
 - Business Communication
 - Organizational Behavior
 - Methods of Research in business
 - Business Ethics and Corporate Governance
 - Management Accounting
 - International Management - advanced Level
 - Project Management
 - Leadership
 - Entrepreneurship - advanced level
 - Corporate Finance - advanced level
 - Strategic Marketing
 - Strategic Management
 - Practical examples of management

- Date (from – to) **September 2009 – June 2012**
- Name and type of organization providing education and training **University American College Skopje, Skopje, Macedonia**
Bachelor studies – Political science
- Principal subject / occupational skills covered
 - Introduction to politics
 - History of Modern Europe
 - Introduction to international communications
 - Sociology
 - Entrepreneurship
 - Political systems
 - Structure and EU institutions
 - Administrative Law and Public Administration
 - International organizations and institutions
 - Theory and History of diplomatic relations
 - Globalization, world politics and US
 - International human rights
 - Political Psychology
 - Introduction to European law
- Title of qualification **Bachelor of Political Science**
- Date (from – to) **September 2005 – June 2009**
- Name and type of organization providing education and training **Construction technician**
Secondary construction school, "Zdravko Cvetkovski" Skopje
High School
- Title of qualification **Construction technician**

PERSONAL SKILLS

Native language Macedonian

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Verbal interaction	Verbal Production	
English	C1/C2	C1/C2	C1/C2	C1/C2	C1/C2
Serbian / Croatian	C1/C2	C1/C2	C1/C2	C1/C2	C1/C2

Level: A1 / A2: Beginner - B1 / B2: Independent user - C1 / C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- good communication skills gained through work as sales manager
- good management skills in human resources
- communication skills gained as a restaurant manager

Organizational / managerial skills

- Leadership (currently responsible for a team of 12 employees)
- Organization of training
- Organization of business meetings
- Holding meetings
- Oratorical abilities and skills
- Proven undertake responsibility for specific tasks and managing the success
- Ability to record keeping and need accurate and timely management of same
- High commercial awareness
- Consultations and organizing resources
- Ability to handle multiple projects simultaneously

Skills and knowledge related to work

- Excellent command processes of Human Resources
- Excellent command procedures for administrative management
- Sound governance and commercial financial affairs of the company

Computer skills

- good knowledge of the tools of Microsoft Office [™]
- Frotcom intelligent fleet management
- Transport Manager
- knowledge of Mat Lab tools

Driving Licence

B - category

ADDITIONAL
INFORMATIONSPublications
Presentations
Seminars

Participation in the publication of UACS analysis of women's participation in entrepreneurship
 Presentation on the company's "Dom Gradba" construction fair in Belgrade
 Workshop for successful leaders, Seminar Quality Management, Seminar for human resources.

Other references if necessary, on request