



Dimitar Talevski

Date of birth: 25/01/1995 |

Nationality: Macedonian/citizen of the Republic of North Macedonia |

Gender: Male | **Phone number:** (+389) 76459110 (Mobile) | **Email address:**

dimitar.talevski95@gmail.com | **LinkedIn:**

www.linkedin.com/in/dimitar-talevski-575b0a1a0 | **Viber:** +38976459110 |

Address: Karpos 9/3-47, 7000, Bitola, North Macedonia (ID Address) |

Address: Karposhevo Vostanie 10-1/10, 1000, Skopje, North Macedonia (Home)

WORK EXPERIENCE

01/10/2022 – CURRENT Skopje, North Macedonia

MANAGER ENVISION

Responsible for 5 teams.

Communicating with their Team Leads.

Giving instructions on how to proceed with the work flow.

Communicate with CEO, CFO and other upper management.

Be responsible for the whole office floor, making sure everyone is on time and respecting company rules.

01/06/2022 – 30/09/2022 Skopje, North Macedonia

TEAM LEAD ENVISION

Be responsible for team with up to 10 members.

Conducting proper training, so they can fulfill their duties.

Communicating with upper management about their progress.

Be responsible for daily, weekly and monthly reports.

01/07/2021 – 31/05/2022 Skopje, North Macedonia

SALES & MARKETING SPECIALIST ENVISION

- Phone sales and telemarketing.

- Communicating with people.

- Offering services and needed support.

04/02/2019 – 30/06/2021 Bitola

INSURANCE SPECIALIST TASKFORCE BPO

1. Learning everything about the Insurance World

2. Data entry

3. Submissions entered in three different systems.

4. Property Insurance Info

5. Property Quotes/QA

09/11/2017 – 03/02/2019 Bitola, North Macedonia

WAITER AURUM KITCHEN & BAR

1. Greeting guests and taking their order

2. Delivering guests order and making sure everything is okay

3. High End Restaurant with dress-code

4. Serving Expensive Wines and Presenting them.

22/05/2017 – 04/09/2017 Virginia Beach, VA, United States

LIVEGUARD SIGNATURE POOL MANAGEMENT LLC

1. Cleaning Pool and keeping the pool area clean and neat.

2. Supervising the people that are inside the pool.

3. Making sure the chemicals are within normal range.

17/06/2016 – 09/08/2016 Myrtle Beach, SC, United States

CANDY MAKER RIVER STREET SWEETS

1. Learning recipes for the candies and sweets.

2. Preparing and Making sweets and candy's.

3. Constantly communicating with costumers and sampling them from the hot sweets.

20/04/2016 – 10/09/2016 Myrtle Beach, SC, United States

BUSSER/CASH REGISTER DAYTON HOUSE RESORT / JOHN'S RESTAURANT

1. Cleaning Tables/Booth after guest leave the restaurant.

2. Set up tables with new silverware.

3. Use the cash register and check out the guest after they finish their breakfast/brunch/lunch.

15/03/2016 – 10/05/2016 Skopje, North Macedonia

WAITER ABC COFFEE BAR

1. Receiving orders from guests and serving their beverages.

20/06/2015 – 10/08/2015 Bitola, North Macedonia

BARTENDER HOTEL AND RESTAURANT PREMIER CENTER - BITOLA

1. Receiving orders from costumers and preparing them.

2. Coffee Making, Cocktails and Wine Serving.

● **EDUCATION AND TRAINING**

15/09/2020 – 15/09/2021 Skopje, North Macedonia

ACADEMY FOR 3D AND GAME DESIGN M3DS

Address Skopje, North Macedonia | **Website** <https://www.m3dsacademy.com/>

15/09/2013 – CURRENT Skopje, North Macedonia

LINGUIST FOR MACEDONIAN LANGUAGE AND SOUTH SLAVIC LANGUAGES Faculty of Filology „Blaze Koneski " - Skopje

Address Skopje, North Macedonia

01/09/2009 – 10/06/2013 Bitola, North Macedonia

AUTOMATION AND COMPUTER TECHNICIAN SOTU Gjorgi Naumov - Bitola - High School

Address Bitola, North Macedonia

20/09/2008 – 10/06/2009 Bitola, North Macedonia

COMPUTER COURSES - INTERMEDIATE AND ADVANCED (MS OFFICE) Megasoftware Bitola

Address Bitola, North Macedonia

● **LANGUAGE SKILLS**

Mother tongue(s): **MACEDONIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C1	C2	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office: Word, Excel, Access, Power Point, Outlook. | Team-work oriented | Virtual Desktop Infrastructure (VMware Horizon) | Video Conferencing (Zoom Skype Google Hangout) | Decision-

making | Responsibility | Motivated | Organizational and planning skills | Good listener and communicator | Creativity | Internet user | Presenting | Critical thinking | Social Media | Strategic Planning | Flexibility | Conflict resolution | Autodesk Maya 2019/2020 | ZBrush | 3D Modelling | Written and Verbal skills | Reliability | Excellent writing and verbal communication skills | Good time management

● **ADDITIONAL INFORMATION**

DRIVING LICENCE

Driving Licence: B

HOBBIES AND INTERESTS

Free Time Hobbies and Interests In my free time i like to:

1. Enjoy in music
2. Play Basketball
3. Hiking on Baba Mountain
4. Go to the Gym
5. 3D Modelling
6. Travel