



**Davor  
Dimkovski**

Date of birth: 24/02/1991

Gender: Male

## CONTACT

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## WORK EXPERIENCE

**01/06/2020 – CURRENT – Skopje, North Macedonia**

### Senior Tech recruiter - contract

#### Success IT

- Tech positions full cycle recruitment
- Publishing job advertisements on various career websites and social media
- In depth market research and analysis for various IT based positions
- Direct headhunting for high profile candidates
- Leverage LinkedIn, GitHub, Stackoverflow other social media sites and personal network to target, attract and develop passive candidates
- Highly experienced in Boolean and X-ray search

Information and technology / Information and communication / [cst@successit.io](mailto:cst@successit.io) / <https://successit.io/> / Dame Gruev 14A, Skopje, 1000, Skopje, North Macedonia

**19/04/2021 – CURRENT – Skopje, North Macedonia**

### Talent Acquisition Lead

#### TIGO Finance DOOEL Skopje

- Drafting job requirements and outcomes for succeeding for every position in the company
- Publishing job advertisements on various career websites and social media
- In depth market research and analysis for various skill based positions as well as companies market position
- Fintech recruitment (IT profiles, digital data orientated)
- ATS admin
- Direct headhunting for high profile candidates (Via LinkedIn, seminars, networking)
- Leverage LinkedIn, other social media sites and personal network to target, attract and develop passive candidates
- Talent assessment and acquisition via employee referrals and partner relationships
- Responsible for full life cycle recruitment from sourcing, screening, testing and interviewing candidates as well as compensation negotiations
- Employer branding - detail and data oriented (internal and external)
- Responsible for all motivational packages for every employee
- Conducting employee surveys
- Developing HR procedures and risk matrix
- Proven OKR and KPI results
- Project Manager for new systems and employee engagement software
- Responsible for team building organization

Financial and insurance activities / [www.tigo.mk](http://www.tigo.mk) / ul. Amintra Treti no.37/1/floor 1, City centre, 1000 Skopje, 1000, Skopje, North Macedonia

**15/12/2017 – 31/03/2021**

### Senior Human Resources Professional

#### Stopanska Banka A.D. Bitola

1. **Recruitment:**

- In depth market research and analysis for various IT and skill based positions as well as companies market position
- Posting job vacancies on various career websites and social media
- Leverage LinkedIn, other social media sites and personal network to target, attract and develop passive candidates
- Talent assessment and acquisition via employee referrals and partner relationships
- Responsible for full life cycle recruitment from sourcing, screening, testing and interviewing candidates and compensation negotiations
- Effective budget based recruiting
- Processing employment - legal registration, contract signing
- Onboarding

2. **Administration:**

- Completing and maintaining employment documents
- Employment care - personal development, requests
- Processing contract extensions and exits (cancellation on contract by employer, contractual dismissal)
- Drafting HR procedures and policies for the company on highest level
- Drafting Systematization of jobs, Catalog of salaries, Job descriptions
- Continuous development and law enforcement

3. **Payroll :**

- Payroll preparation - vacation, work hours regulation, Overtime calculation, bonuses and penalties on salary, sick leave
- Payroll processing - MPIN, payroll corrections for sick leave

4. **Training and talent development:**

- Organization of internal and external training; active speaker for soft skills
- Employee reassignment with goal of continuous work
- Internship program
- Talent management program
- Benefits program
- 360 evaluation of all employees

5. **Additional:**

- Conducting disciplinary procedures
- Travel arrangements for top management
- Project manager on implementing customized ERP/CRM HR systems
- COVID-19 officer

[www.stbbt.com.mk](http://www.stbbt.com.mk) / St. Skupi no. 3A, 1000, Skopje

**16/07/2014 – 14/12/2017**

**Professional Finance and sales associate**

Stopanska Banka A.D. Bitola

- Deputy branch manager
- Direct sales of bank products (loans, credit cards etc.)
- Meeting with and interviewing corporate and personal customers
- Financial analyst for legal entities
- Preparation of credit analyzes for legal entities
- Controlling credit analyzes from colleagues for individuals
- Providing appropriate financial advice

- Evaluating loan applications and documentation by confirming credit worthiness
- VIP Banking associate
- Maintaining large personal networks and portfolio of clients
- Debt recovery for 300+ clients (maintaining ~97% debt recovery)
- Conducting presentations in front of large crowd for the financial offers of the bank
- Western Union money transfer operator
- E-banking operator
- Payment operations operator (domestic and foreign)
- ATM operator

<http://www.stbbt.com.mk/> / St. Makedonija 20, 1000, Skopje

**20/05/2013 – 02/09/2013**

### **Busser**

Carlos n Charlies

- Assistant server
- Bussing tables

<http://www.carlosandcharlies.com/> / 1202 Celebrity Cir R-2, 29577, Myrtle Beach, United States

**21/05/2013 – 02/09/2013**

### **Barback**

Hard Rock Cafe

- Stocking the bar with liquor, ice, glassware, beer and garnishes
- Responsible for supporting the bartender
- Bussing tables

<http://www.hardrock.com/cafes/myrtle-beach/> / 1322 Celebrity Cir, 29577, Myrtle Beach, United States

**17/12/2012 – 17/01/2013**

### **Trainee**

NLB Tutunska Banka

- Issuing debit cards
- Preparing financial reports
- Archiving financial documents and applications
- Providing customer support

<http://www.nlbtd.com.mk/> / St. Majka Tereza 1, 1000, Skopje

**15/06/2010 – 15/09/2010**

### **Barback/Dish washer**

Hard Rock Cafe

- Stocking the bar with liquor, ice, glassware, beer and garnishes
- Responsible for supporting the bartender
- Washing dishes

<http://www.hardrock.com/> / 2050 Parkway, 37863, Pigeon Forge, United States

## **EDUCATION AND TRAINING**

**01/10/2012 – 05/05/2017 – Skopje**

### **Master of Economy - Bank and Finance Management**

European University - Republic of Macedonia

Bank management, Investment management, Analysis on financial reports, Loan policy, Economy of development.

EQF level 7

**01/10/2009 – 31/08/2012 – Skopje**

### **Bachelor of Economy**

European University - Republic of Macedonia

Basics of economy, Business mathematics, Management economy, Statistics, Basics of marketing, International finance, Stock exchange.

EQF level 6

**01/09/2005 – 10/06/2009 – Skopje**

### **Economic technician**

S.E.P.U.G.S. "Vasil Antevski Dren"

Business, Marketing, Banking.

EQF level 3

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Macedonian

**OTHER LANGUAGE(S):**

**English**

**Listening**  
C2

**Reading**  
C2

**Spoken  
production**  
C2

**Spoken  
interaction**  
C2

**Writing**  
C2

**German**

**Listening**  
A1

**Reading**  
A1

**Spoken  
production**  
A1

**Spoken  
interaction**  
A1

**Writing**  
A1

## DRIVING LICENCE

**Driving Licence: B**

## CONFERENCES AND SEMINARS

### **Conferences**

HR - The catalyst of transformation - conference organised by The Macedonian Human Resources Association

HR Cafe & Networking - active participant throughout the year

## ORGANISATIONAL SKILLS

### **Organisational skills**

I have mastered time management and organisational skills as well from my current and previous workplace. Everything is precise and there can't be any mistakes in the given work as human resources professional, given the nature of the work and the law legislation. At my previous workplace I was deputy branch manager supervising a team of 4 people from which I learned excellent organisational and managerial skills. I am confident at handling new tasks and able to learn quickly and adapt to various types of work. I am able to analyse problems and resolve them in quick manner.

## COMMUNICATION AND INTERPERSONAL SKILLS

### ● **Communication and interpersonal skills**

I have achieved excellent communication skills through my work experience. I have further improved my communication skills due to my previous job for which presenting skills are a must. I am an excellent team-player because of the fact that my job requires effective and efficient cooperation with my colleagues. By working twice in the United States of America I learned how to perfectly adapt to a multicultural environment.

## JOB-RELATED SKILLS

### ● **Job-related skills**

I am a great team player, very capable of leading a team as well as working under pressure and time deadlines. I am confident, persistent and dedicated to the work I am involved in.

At my current workplace I have developed very strong analytical skills required for sourcing and targeting new recruits.

## OTHER SKILLS

### ● **Other skills**

Highly experienced in customized ERP/CRM systems - HR related

Very experienced using Boolean search via LinkedIn

## CERTIFICATIONS

### ● Certifications

- FCE – University of Cambridge ESOL Examinations

### ● Certifications

- Microsoft Office – Microsoft Certified by SEMOS Technical Education Center
- Internet and email – Microsoft Certified by SEMOS Technical Education Center

### ● Certifications

- Market analysis and recruitment - conducted online by Economic Chamber of Macedonia
- Human Resources adaptation during COVID-19 - conducted online by ABIT
- Motivating and encouraging employee ingenuity - conducted by Economic Chamber of Macedonia
- Specification of the Labor Law (salary compensation, work hours, vacations, absences etc.) - conducted by Institute for business and corporate education Concept
- Salary and salary compensations, working in shifts, night shift calculation - conducted by Institute for business and corporate education Concept
- Specification of the Discrimination Law - conducted by PRAVOMATIKA
- Effective Communication with Clients (External / Internal ) - conducted by authorized Management Education Center MOTIVA
- Soft/Sales Skills – conducted by authorized Management Education Center MOTIVA