



Darko
Cvetkovski

DATE OF BIRTH:

12/02/1989

CONTACT

Nationality: Macedonian/citizen
of the Republic of North
Macedonia

Gender: Male



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WORK EXPERIENCE

2007 - 2012

Archaeologist

Volunteer at NGO "Youth4Youth"

Volunteer at NGO "Together Macedonia"

Member in the archaeological student organization "AXIOS".

I was involved in the organization of the international archaeological student seminar STARKO.

I was involved in the archaeological excavations at "Heraclea Lyncestis", Bitola I was also involved in the archaeological excavations at "Skopsko Kale", Skopje

15/10/2012 - 15/04/2013 - Skopje, North Macedonia

Receptionist

Hotel Skopje

05/05/2013 - 05/10/2013 - Corfu, Greece

Front desk receptionist

Hotel Jason

01/03/2014 - 01/10/2014 - Bitola, North Macedonia

Main Manager and Supervisor

Museum of Bitola

Working on a project as a leading supervisor or manager of team of archaeologist and students, excavating the Episcopal Palace in Heraclea Lyncestis, near Bitola, North Macedonia.

03/11/2014 - 03/05/2015 - Bitola, North Macedonia

Marketing Assistant

Rothstein International Development

Call Agent selling investment plans to big clients from the wealthiest countries in Europe for example: UK, Denmark, Norway, Sweden, Finland, France, Germany etc.

01/07/2015 - 01/10/2015 - Bitola, North Macedonia

Archaeologist

Archaeological Museum in the Faculty of Philosophy (Archaeology)

Lead archaeologist and manager of the archaeological excavations in Crnobuki, near Bitola, North Macedonia.

01/02/2016 - 01/02/2017 - Bitola, North Macedonia

Salesman

Tobacco and Souvenir's Shop "Luna"

07/04/2017 - 07/04/2018 - St. Julians, Malta

Front desk receptionist

Hostel Malti

01/06/2018 - 01/11/2018 - Bitola, North Macedonia

Front desk receptionist

- Villa Konzuli

15/12/2018 - 15/12/2019 – Bitola, North Macedonia

- **Client Setup Associate**

Taskforce BPO

Taskforce Bpo is a outsourcing company. There, I was a Client Setup Associate for an american company called SIB Development. SIB is a company for slow fixed reduction which

basically means that it reduces the costs of its clients on half or sometimes even more.

I was a client setup associate in Telecom sector, and more recently I was working in the

"Discount Dynasty" sector which deals with everything else besides Telecom.

- My work in Telecom and Discount Dynasty consisted of working on different audits and

completing those audits in timely manner. More specifically my work consisted of creating initial report evaluating of the finances of the client, through inspecting and

confirming the information on the invoices they've got with various vendors from cable,

internet and telecommunications and later on everything else (gasoline, laundry, waste,

shredding etc).

- Checking and confirming the information on the invoices through phone or email with

customer care, account representatives, account managers, VP's or CEO's.

- Research analytics on Google, Linked IN etc.

- Getting the contracts from them.

- Putting all of that information in an excel file and once was everything done and finished,

transferring that file once through my manager in SIB.

- In Discount Dynasty sector the work was similar.

- The only difference there was that we usually handled various invoices from various

vendors, whether be that invoices for elevators and maintenance work to invoices about

laundry or gasoline for that matter.

10/02/2020 - 10/05/2020 – Bitola, North Macedonia

- **Call Transcriber**

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Work from home position. Transcribing calls for an automotive company, and sending their transcribed calls to their managers.

EDUCATION AND TRAINING

2007 - 2011 – Skopje, North Macedonia

- **Bachelor of Arts**

Faculty of Philosophy at University of St. Cyrilus and Methodius

Graduation thesis: The Cult of Dionysus in Ancient Greece, Rome and Macedonia.
Sertificate for finished first initial course in Italian language.

Sertificate for finished first initial course in english conversational skills.
TOEFL IBt English Sertificate.

LANGUAGE SKILLS

MOTHER TONGUE(S): Macedonian**English**Listening
C1Reading
C1Spoken
production
C1Spoken
interaction
C1Writing
C1

ORGANISATIONAL SKILLS

Organisational skills

Highly organized, self-organized, effective and specific in delegating assignments
 Effective in completing on time any project from concept to final stage
 Ability for analytical, constructive and critical thinking
 - Until recently I found out that working in a team, and especially working with a real team that helps you and supports you in your job, can be significant and pleasurable as well to do your job better and be better.
 - Ability to work independently.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

Ability for individual and team work
 Organisational and communicational skills
 Ambitious, motivated, responsible and creative in work assignments, communicative and flexible
 Organisational

OTHER SKILLS

Other skills

Painting, sketching, drawing,
 Doing handmade jewelry in my free time.
 Wire weaving techniques.
 Beadwork, Beadweaving and Bead Embroidery.
 Working with various materials, like crystals, semiprecious stones etc.

Technical Skills

Knowledge of Microsoft Office 1997/2010
 Knowledge of Ringtone Central, Zoom, Skype etc.
 Working in Salesforce.com
 Medium knowledge of SEO Services