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ADDRESS

Branislav Nushikj 12/1-11,
1000 Skopje, North Macedonia

BOGOLJUB KUJUNDJIKJ



BOGOLJUB KUJUNDJIKJ holds a Master's Degree in Genetics and Plant Biotechnology, and has professionally excelled in both the public and business sector, specifically in the area of agricultural sciences, finance, business management and administration. He is professionally interested in pursuing a career in business management and administration, finance and marketing operations, as well as biotechnology.

EDUCATION

AGRICULTURAL ENGINEER

(2015) — Faculty of Agricultural Sciences and Food at Ss. Cyril and Methodius University, Skopje

MASTER OF GENETICS AND PLANT BIOTECHNOLOGY

(2019) — Faculty of Agricultural Sciences and Food at Ss. Cyril and Methodius University, Skopje

SKILLS

LANGUAGE PROFICIENCY —

Macedonian (native);
English (fluent).

DIGITAL SKILLS —

Extensive knowledge and experience in Microsoft Office (Word, Excel, Power Point); Basic user of Adobe Photoshop.

PROFESSIONAL EXPERIENCE

COUNTRY MANAGER AND HEAD OF OPERATIONS (01/2020 – present)

NOVA FACILITIES MANAGEMENT LTD. (BASED IN LONDON), SKOPJE

- Daily business operations oversight;
- Developing and implementing growth strategies;
- Training low-level managers and hiring staff;
- Creating and managing budgets;
- Improving company revenue;
- Evaluating performance and productivity;
- Analyzing accounting and financial data;
- Researching and identifying growth opportunities
- Generating reports and giving presentations.

CGI DATABASE ADMINISTRATOR (09/2018 – 12/2019)

SUPPORT & SOLUTIONS CENTER MK (KATOEN NATIE), SKOPJE

- Data processing of orders into Warehouse Management System (WMS);
- In- and outbound deliveries;
- Data control;
- Stock management;
- Transport planning management;
- Time registrations and productivities;
- Data processing in Microsoft applications as Excel;
- Processing of transport orders, creation of labels, set up control;
- Complete transport follow up (track & trace);
- Processing of KPI's and other data requested;
- Purchase ordering and follow up;
- Invoice data follow up.

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INTERNSHIPS

FOOD AND VETERINARY**AGENCY, SKOPJE**

(07/2013 – 08/2013)

**FACULTY OF AGRICULTURAL
SCIENCES AND FOOD — SS.
CYRIL AND METHODIUS UNI-
VERSITY, SKOPJE**

(12/2012 – 01/2013)

PERSONAL SKILLS

TEAMWORK

LEADERSHIP

TIME MANAGEMENT

COMMUNICATION SKILLS

PROBLEM SOLVING

FLEXIBILITY

ORGANIZATION SKILLS

PROFESSIONAL EXPERIENCE

BANK CLERK (09/2017 – 09/2018)

SPARKASSE BANK, SKOPJE

- Treasury operations and payment operations in accordance with the instructions and legislation;
- Payment operations in the country and abroad;
- Opening, servicing and closing transaction accounts;
- Sale and servicing of debit and credit cards;
- Foreign exchange operations.

MAINTENANCE COORDINATOR (10/2016 – 08/2017)

BRKV TECH (BASED IN LONDON), SKOPJE

- Coordination of all maintenance work;
- Evaluation of maintenance requests, setting priorities and processing work assignments;
- Hiring contractors or subcontractors to perform maintenance work;
- Ensuring all permits/licenses are maintained;
- Planning, organizing, staffing, directing and controlling the day-to-day operations of the department;
- Keeping track of supply and material inventories.

DATABASE ADMINISTRATOR (10/2015 – 10/2016)

AGENCY FOR FINANCIAL SUPPORT OF AGRICULTURE AND RURAL DEVELOPMENT, SKOPJE

- Data entry into the Agency database and processing requests for financial support.

RIDE OPERATOR / CASHIER / SERVER (06/2012 – 09/2012)

SIX FLAGS AMERICA, WASHINGTON, DC

- Operating the controls of the ride; monitoring the ride in motion; assisting guests on and off the rides. Ringing up customers; handling cash; receiving payment by cash, check or credit cards.

EXTERNAL PROJECTS

DATA ENTRY CONTRIBUTOR (09/2021 – present)

GOOGLE TERANEURO PROJECT (GTNP), REMOTE VIA UPWORK

BUSINESS PROMOTER (MLADIHUB PROJECT) (08/2021 – present)

NATIONAL YOUTH COUNCIL OF MACEDONIA, SKOPJE