**Curriculum Vitae (CV)**

**Personal information:**

**Name:** Aleksandar Tasev

**Place of residence:** Nikola Tesla 2/1-15, Skopje, North Macedonia

**Date of birth:**12 June

**Nationality:** Macedonian

**E-mail:** tasev.1999@gmail.com,tasev.aleksandar.22@outlook.com

**Phone:** +389 77723-771

**Education:**

2013-2017 **Civil Engineering**

Vocational High School“Nikola Karev” – Strumica, North Macedonia

Field: Civil engineering and Geodesy

Key subjects: Planning and Management,Hydrotechnical Facilities,

Transport engineering,and Steel constructions.

2018 -paused **Economy**

University “St. Cyril and Methodius” – Skopje, North Macedonia

Faculty of Economics

Field: Management

2021-2021 **Human Resources Specialist**

Institute of business education Koncept

Human Resources Management Academy

**Work experience:**

07.2017 – **Quality Control Supervisor**

05.2018 “Adient Automotive” **–** TIDZ Svidovica, Strumica

Supervising and quality control of the final product, testing of the final product, error checking and logging, supervising the production process, cooperating with employeeswithin and outside of the department, contributing towards refining the production process

03.2019- present **Human Resources**

Freelance

-Consulting services;

-Recruitment;

-Production of projects;

-Talent Acquisition;

-Talent Management;

-Team Management;

-Trainings;

-Preparation of systematization;

-Employee survey;

-Employee analysis.

Partner companies: Wireless Car, IKEA, Apple, Volvo, Sigma Connectivity,ICA Group.

07.2020 – 08.2021 **Assistant of Sales Manager /Junior Human Resources Specialist**

Tepih Centar Merinos

Present and sell services and products, assess client’s needs, affiliate checkouts, manage the daily income, preparation of daily income reports, invoicing, receive and archive documentation. Recruitment and selection of employees. Induction of new and reassigned employees.

03.2021-10.2022 **Regional Human Resources Manager**

DataJob Sweden AB – Sweden / Remote

Search for candidates according to certain methodologies and profiles. Realization of new business clients, screening of candidates, informative meetings to explain new positions. Giving case advice and hiring clients and candidates. Promotion of positions. Responsibilities for a team of interns and a team of recruiters.

02.2022-09.2022 **Human Resources Generalist/Head of Human Resources**

Zito Luks SA Skopje

Job analysis and evaluation. Conducting candidate selection, recruitment, and interviews. Conducting internal control of all employees for compliance with work order and discipline. Survey of employees. Regular administrative and audit control of the sector. Administrative work, opening advertisements and positions, preparing contracts, annual vacations, and other absences.

Preparation of salaries, preparation year budget , and budget rebalance. Preparation of projects for innovative practices for human resource management.

**Skills:**

Mother tongue: Macedonian

Other languages: English- B2 Level

Serbian – B1 Level

Turkish- ongoing learning

* **Organization skills**, cooperation, advising, creativity, problem solving, taking risks.
* **Time-management skills**–setting up and meeting deadlines, productivity, efficiency, coordination, scheduling, prioritization.
* **Communication skills**: Active listening, responsible, determined. Written communication –clarity in written expression, report writing, presentation skills.
* **Interpersonal skills**– teamwork,trust building, listening.
* **IT skills –**Excellent knowledge of Windows Office (Word, Excel, PowerPoint), Internet use, social media.

**Driver’s license:** B category

Certificates:

**Agile,Scrum and Kanban**  
Course completed on Mar 12, 2021

**Labor Law in North Macedonia**

Course completed on Apr 16, 2021

**KEY SUCCESS INDICATORS (KPI) AT HUMAN RESOURCE**

Course completed on May 26, 2021

**By:Business Institute Koncept**

**Strategic Human Resources**

Course completed on Apr 21, 2021

**Coaching Skils for Leaders and Mandagers**   
Course completed on Apr 21, 2021

**Managing for Results**

Course completed on Apr 22, 2021

**Human Resources:Strategic Workforce Planning**

Course completed on May 05,2021

**HR and Digital Transformation**

Course completed on May 05,2021

**Hiring, Managing, and Separating from Employees**

Course completed on May 07,2021

**Managing Your Emotions at Work**

Course completed on May 06, 2021

**Hiring Contract Employees**

Course completed on May 07, 2021

**By:Linked in learning**

### Certified as tech recruitment professional

**Linked in profile -** [**https://www.linkedin.com/in/aleksandar-tasev-7b886520b/**](https://www.linkedin.com/in/aleksandar-tasev-7b886520b/)

**Author of articles at** [**www.24HR.mk**](http://www.24HR.mk)