

ALEKSANDAR GROZDANOVSKI

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PROFILE SUMMARY

A trustworthy professional with a solid background of 9 years' experience in management, with the uncanny ability to connect with individuals at all levels. Analytical, detail oriented and result driven person with solid knowledge in different segments of Finance and Marketing, business analysis and intermediate knowledge in IT segments as of system administration and basics of web coding.

WORK EXPERIENCE

BUTEL A.D SKOPJE

2011 – 11.2018

Position - Technical manager at the managing and maintenances company of city cemeteries on the territory of Skopje with more than 120 employees, which is operating as a public service and has close relations with the mayor office and administration

Occupation or position held

Technical manager

Main activities and responsibilities:

- Organizational and coordination responsibilities.
- Process of defining the yearly working program of the company
- Coordination and communication between different sectors at company level.
- Participation in defining and draw up plans and programs for future development of the company
- Organization and coordination of work tasks of the employees at company level
- Draw up weekly, monthly and quarterly reports related to different task In excel sheets
- Relations with in outdoor associates and business partners and outside public administration
- Integration and maintenance of IT infrastructure and VPN links at company level
- Maintenance of software installations and management of software licensees
- Maintenance of existing hardware and promotion of hardware and software solutions
- Participation in process of supply of new equipment and hardware.

BUTEL A.D SKOPJE***Occupation or position held*****2009 – 2011****Chief of finance and marketing*****Main activities and responsibilities:***

- Reporting in excel spread sheets
- Controlling of issuing invoices
- Booking of finance documents in ERP (Mabis System)
- Controlling of finance documentation
- Control of income, expenses and other transactions through ERP
- Conducting finance reports on weekly, monthly, and quarterly level
- Stock reports
- Maintenance of IT systems and VPN's.
- Maintenance of software installations and software license management
- Participation in implementation of company's ERP (Mabis System) (Marek Ing.)
- Installation and maintenance of different PC hardware

PERSONAL SKILLS AND COMPETENCIES

- Training for public access and transparency in the operations of the holders of information - AVRMI
- Public Relations Conference "PR Macedonia 08" and "Media and Public Relations" - Apriori Communications
- Peter Fisk's conference - Center for Entrepreneurship and Management CEED Macedonia
- Seminar on Management, Sales and Personal Effectiveness by Brian Tracy - Triple S Group
- Tom Hopkins's conference: Selling, Negotiating and Networking – Triple S Group
- Course for Office Management - Motiva
- The Ultimate web designer by Brad Hussey – Udemy
- JavaScript Basics for Beginners Introduction to coding - Udemy

EDUCATION

Bachelor of economy – Marketing management. EURM – European University (Skopje, Macedonia)**State High school (mathematics orientation) – Nikola Karev (Skopje, Macedonia)**

OTHER RELEVANT INFORMATION

Languages:

English (advanced)

Serbian (advanced)

German (Beginner)

Computer skills: HTML, CSS, JavaScript, Adobe Photoshop, WordPress, MS Office – Word, Excel, Power Point, Outlook

Driving license: B category