

# Milan Đumić

Studied management but found myself as a developer. Creative and analytic. Fast learner and always up for something new. Persistent and detail oriented. Good communicator and team player. Task oriented, but always able to stand a step back and see the bigger picture. Out of the box thinker.

DoB: February 18th, 1985  
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## Professional Expirience

### SYSTEM ENGINEER / QMS REPRESENTATIVE

2014 - present

*Neopetrol inženjering, Novi Sad, SRB*

- Developing in-house software for document creation/editing automatization in CAD and MS office environment (.net, VBA) and work activities record and analysis (HTML+CSS+PHP)
- Leading company's IT infrastructure development, user and credentials administration, employee education and training. Making recommendations regarding IT infrastructure
- Developing QMS/QA documentation and procedures regarding ISO-9001, 14001, 27001 and 42001
- Checking compliance of technical documentation with industry and international standards and regulation
- Conducting internal audits

### CAD DESIGNER

2012 -2014

*Neopetrol inženjering, Novi Sad, SRB*

- Worked on speeding-up drafting and editing process including large number of documents, by automatizing the process using custom tools developed in .net and VBA.
- Drafted technical drawings, diagrams and schemes in CAD software
- Was in charge of graphic design and pre-printing optimization for marketing materials

## Education

### MASTER STUDIES, ENGINEERING MANAGEMENT

ongoing

*Faculty of Technical Science, Novi Sad*

- Master studies, project management

### BACHELOR OF ENTREPRENEURIAL MANAGEMENT

2003-2009

*Fakultet za preduzetni menadžment, Alfa BK University*

- Graduated in department of Company Developemnt
- During studies, worked as assistant editor, and later as the editor of Faculty Bulletin and Informative Journal

### GRADUATE COMPUTER TECHNICIAN

1999 - 2003

*Electrotechnical school Mihajlo Pupin*

- First generation of computer technician, with a yet unbeaten record of overall grade point average

## Training and sertification

### OCCUPATIONAL HEALTH AND SAFETY TRAINING

2015

*Ministry of Labour, Employment, Veteran and Social Policy, Republic of Serbia*

- Occupational Health and Safety Training - practical ability to perform work in the field of OHaS

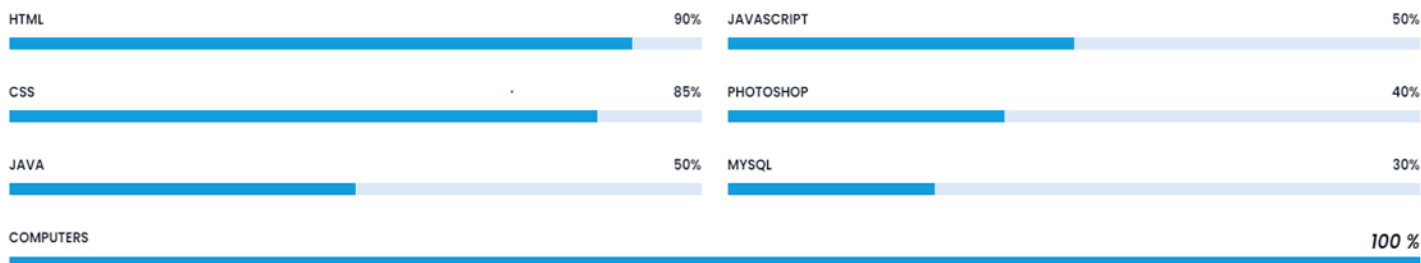
### INTERNAL AUDITS ACCORDING TO ISO 9001:2008 AND ISO 19011:2011

2013

*IIS Technology and research center Novi Sad*

- Certified internal auditor

## Skills



## Facts, achievemnts and other

**80 NUMBER OF PROJECTS** that I participated in, during my career so far. Roles depend on the complexity and technical area of the project

**74 NUMBER OF PROCEDURES** written, adjusted and implemented in the company's QMS. Additionally, numerous procedures and manuals on how to perform certain processes/activites or use particular software.

**3 UDEMY COURSES** currently taking, in order to shine up my skills. JAVA, Selenium web driver and JavaScript are the current topics

**24 YEARS** following new trends in technology. Hardware and software, gadgets, standards, innovations, ground-breakers and everything IT-related.

**33% of my current age** tampering with programming languages. I can write a few. Basic speaking.

**5 LINKEDIN BADGES** earned so far - HTML, Java, Microsoft Project, Microsoft Excel and IT operations