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
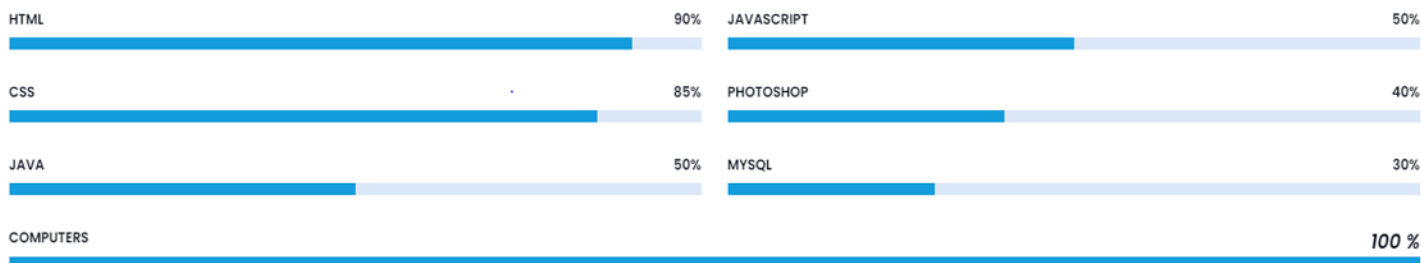- Conducting internal audits

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

Electrotehnical 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

Skill	%		Skill	%
HTML	90%		JAVASCRIPT	50%
CSS	85%		PHOTOSHOP	40%
JAVA	50%		MYSQL	30%
COMPUTERS	100 %			

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