**DZENIS HANKUSIC**

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**Job objective:**

To acquire any position that would fit my field of expertise and that would meet the requirements needed by the company. Currently looking for a suitable position with a reputable and ambitious company.

**Performance Profile:**

Energetic, highly motivated and detail oriented individual with extensive experience in the area of **Administration**/ **Logistics**. Strong organizational skills and strategic planning for improving property management and inventory records. Well developed tracking and research abilities. Excellent computer skills, both hardware and software. Excellent ability to perform basic math, including calculation of fractions, percents and ratios; read technical information, compose a variety of documents and facilitate group discussions; and solve practical problems. Outstanding language, interpersonal and communication skills. Positive and team building attitude. Thoroughly enjoy a challenge and committed to a long-term career.

**Administrative skills & competencies:**

Assisting departments with queries on documentation requirements & submissions.Strong organizational, administrative and analytical skills. Excellent spelling, proofreading and computer skills. Ability to maintain confidentiality. Ability to produce consistently accurate work even whilst under pressure. Ability to multi task and manage conflicting demands. Experience with document control packages. Excellent interpersonal skills and a professional telephone manner. Utilizing a range of office software, including email, spreadsheets and databases. A comprehensive understanding of health and safety regulations. Ability to evaluate, prioritize, organize and delegate work schedules. Proven decision making skills. Able to react quickly and effectively when dealing with challenging situations. Ability to type at least 60+ wpm.

**Technical Competencies:**

**Proficient in a variety of administration & supply management software.**

**Hardware:** PC’s, Laptops, Servers (Windows, Sun, HP-UX).

**Operating Systems:** Win95/Win98/2000/XP/Vista/7 Linux; Mac OSX.

**Database:** MS Access, Informix, Oracle.

**Applications :** MS Office (Excel ,Word ,PowerPoint ,Access ;Outlook) ,HP Service Desk , Corel WordPerfect, Adobe Acrobat, Microsoft Project ,Visual Studio , Various Antivirus Software , IBS Software ,iMagic Inventory ,etc.

**Language skills: Education & licenses:**

Proficient in **English** (speaking, writing, reading). HS Diploma – Trade School, Tuzla (2000 - 2004).

My native language is Bosnian (Serbo-Croatian). English Language Course (Mercy Organization).

Also familiar with Macedonian & Arabic. Computer degree (MS Office Specialist).

**Personal characteristics:**

* *Capable of accomplishing assigned tasks without supervision or with slight supervision;*
* *Detail oriented, customer focused, highly motivated and quick learner;*
* *Able to work in austere environments, demonstrate initiative, offer suggestions for improvement;*
* *Able to work in high-stress, and flexible to handle very dynamic work environment with changing priorities;*
* *Able to handle multiple tasks simultaneously under pressure in a fast paced environment;*
* *Able to interact with all level of personnel using excellent interpersonal skills;*
* *Possess considerable autonomy in completing projects for immediate supervisor;*
* *A positive attitude with excellent customer service skills with people of multi-cultural backgrounds;*
* *Posses a high level of professionalism;*
* *Exhibit behavior consistent with company code of conduct;*
* *Adjustable to various levels of activity, friendly and helpful*.

**Professional Experience:**

***Administrative Specialist “OMNICOM „ Tuzla, Bosnia 2005 – 2007***

Perform variety of administrative functions and office support; Documentation support, report preparation / distribution, data entry and update activities, records administration, communications coordination; Perform complex numerical, statistical, and financial analysis; Coordinate and perform a variety of functional tasks as necessary to achieve operational objectives. Review and compile operational data and information; prepare and distribute reports on operational status; maintain departmental data as necessary for analysis, planning, and reporting purposes. Confer with management to obtain data required for planning activities, such as new commitments, status of work in progress, and problems encountered. Support management and leads team members in the development and execution of operational strategies, work projects and other activities. Provide input on the development and implementation of organization policies, practices, procedures as requested. Perform daily tasks involving project operations strategies and activities. Recommend measures to improve methods, performance, and quality of product or services, and suggests changes in working conditions to increase efficiency.

***Property Coordinator “MAROCCO***

Administered production control, inventory control, shipping and receiving of materials; Checked parts and materials for damage and verified quantity, part number, and serial number of shipped items. Recorded and prepared status reports of requested and received items. Ensured that all inventory transactions are completed upon every material movement. Directed and managed movement of material from a warehouse or storage facility to intermediate locations. Verified materials or merchandise against receiving documents. Noted and reported discrepancies and obvious damages, and maintained an accurate records in company’s inventory database which details components, part numbers, serial numbers, quantities, and locations. Received, checked in, and issued materials in support of activities. Maintained inventories, completed records, and performed various clean-up and housekeeping activities.

***Cargo Document Specialist “TROPIC COM„ Tuzla, Bosnia 2008 – 2010***

Inventoried receiving and returning documents to verify all documents that coincide with audit sheet; Categorized records and stores them in alphabetical or numerical sequence or a combination of both; Verified and recommended designs for quality of documents after being entered into data base; Troubleshoot and analyzed processes and procedures used for the data entry that ensures compliance with Standard Operating Procedures (SOP); Filed and retrieved documents within company's data base that allows efficient storage and accessibility for a large number of records; Responded to requests for items by locating and retrieving files and delivering the documented transaction.

***Material Control Specialist “INDEX, LCC„ Gracanica, Bosnia 2010 – 2015***

Perform variety of duties to store and distribute material. Review work orders and identify material or containers to be moved and determine destination. Complete required storage documents and communicate effectively with team members and upper management. Task include counting, weighing, and recording number of units of material received, transported, or present in a given location using paper documents and other method. Handle, transport and store material as necessary to ensure compliance with all applicable storage requirements (e.g. product temperature, storage and handling requirements). Properly identify and interpret information provided on material labels, tags, and container markings. Rotate stock as necessary to ensure product is allocated for use in accordance with proper facility storage and rotation procedures. Receive, unpack, check and store materials and supplies. Fill requisitions and orders. Pack, crates, and ship products and materials to distribution center, departments or assembly line. Review schedules and related information, and confer with others to determine requirements to identify overdue materials and to track material. Requisition material and establish sequential delivery dates, according to priorities and material availability. Examine material delivered to verify conformance to specifications. Arrange transfer of materials to meet schedules. Compute amount of material required to complete jobs. Compile and maintain manual or computerized records, such as material inventory, in-process reports, and status and location of materials. Move and transport materials. Arrange for repair and assembly of materials and parts. **Performance Highlights:**

• Developed and implemented office & inventory tracking systems.

• Successfully made new projects & implement them.

• Humanitarian volunteer activities throughout the Balkans.

• Reorganized and set up efficient stock rooms.

• Solved company financial problems by increasing productivity.

• Best Team Player Award (D.O.O. Marocco).

• Awarded for strictly abiding the rules and regulations regarding the transportation of the important couriers.

• Efficiently worked with people from various cultures who speak a foreign language (English, German, Arabic, etc).

**References:**

References available upon request.