

Vukan Djokic



02/10/1992

CONTACT

Address:

15 Triq massabielle San Gwann

Four Season court 403

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SKILLS

- Advanced knowledge of MS Office (Word, Excel, Power Point, Access..)
- Problem Solving
- Ability to Work Under Pressure
- Communication
- Decision Making
- Conflict Resolution
- Adaptability
- Teamwork
- Creativity

EDUCATION

Technical High School, Zajecar, Serbia

- **Mechatronic Technician**

2007-2011

Belgrade University, Technical faculty in Bor, Serbia, Technological Engineering

- **Environmental protection Engineering**

2012-

INTERESTS AND HOBBIES

- American football
- Creating music
- Hiking
- Gym
- Basketball

WORK HISTORY

- SZR "Peki" (12.2013.-06.2014.)
 - Sales Representative
I was representing company's products and services, starting with a deep and comprehensive understanding of customer needs. I was meeting weekly, monthly, and annual sales quotas through the successful implementation of sales and marketing strategies and tactics.
- Native Camp (01.2016.-12.2016.)
 - Teacher
I held online English classes to Chinese students from beginners to advanced.
- DNS Samsung Factory Slovakia (10.2017-12.2017.)
I worked on the line and after one month I got promoted to Material Handler.
- KAF Golden Bears Bor (2016.-2018.)
 - Coach of junior team-Part time job
I was coaching junior American football team for 2 seasons.
- The Only One Suites (01.2018.-04.2018.)

- Receptionist

My duties included checking guests in and out, issuing keys, taking reservations by telephone or email, preparing bills and dealing with payments. As well as managing online accounts, providing guests with information and dealing with complaints. On this job I got to practice my english with tourists from all around the world .

- PD “Forma Ideale” d.o.o. (05.2018.-10.2019.)

- Furniture assembler in the salon

My responsibilities included assembling and displaying furniture for the salon and selling it.

- PD “Repedzic” d.o.o (11.2018.-09.2019.)

- Receptionist

- Human Resources Assistant

- Human Resources Manager

As a Human Resources Manager I was responsible for overseeing the development, application and evolution of HR strategies, programs and policies. As a team leader, my primary focus was to coordinate and supervise all of the HR department operations: from recruitment, training, and development activities, to performance management and labour relations.