

Curriculum Vitae

Personal Details:

NAME AND SURNAME: Boban Zivkovic
DATE OF BIRTH: 30/11/1985
ADDRESS: no 18, Takovska, Pirot, Serbia
NATIONALITY: Serbian,
MOBILE TELEPHONE: (+381) 60 322 46 40
EMAIL: b.zivkovic.ic@gmail.com
STATUS: Not married



Brief biography:

I moved from Pirot Serbia to South Africa in July 2008 and returned back to Serbia in 2013 and back again to South Africa from 2016 till 2019. While I was in South Africa, I was employed at “Col' Cacchio” restaurant and franchise in Cape Town till 2013 and upon my return to Cape Town I worked as general store manager at “The Bucher restaurant and grill at Camps bay”, I thoroughly enjoy my jobs in South Africa, but I believe I have built up sufficient knowledge and awareness through my past experiences, to allow me to become quickly accustomed to the required attributes of the job that am applying. This is because I am a fast learner, and over the 8 years in South Africa, I have grown accustomed to foreign cultures and the attitudes of people, as well as the work ethic which was very strict due to that I work for the franchise training and head office in Cape Town CBD and on the one of the most desirable tourist destination.

Upon my return from South Africa I took upon a job position as project administrator and later as project assistant and while on this position I was prompted to resources manager to a chef resident engineer (CRE) but meanwhile keeping my previous position in my job description. The project that I am employed on is diverted from the Loan Agreement between the Republic of Serbia (RS) and the World Bank (WB), the European Investment Bank (EIB), and the European Bank for Reconstruction and Development (EBRD), the Government of Serbia has committed to construct the southern section of the Corridor X Highway Project, which comprises the E80 Highway between Prosek – Dimitrovgrad and is being implemented by Koridori Srbije d.o.o acting as the Contracting Authority (the Client). An officer of Koridori Srbije acts as Project Manager (PM) in accordance with obligations and restrictions given to him by the Government of Serbia.

The Supervision Contractor that I am part of shall constitute one Supervision Team and the services provided shall cover the activities of supervision and administration of the E80 works contracts (Contract package 1, Lot 1 and Lot 2) that will be in accordance with FIDIC conditions of contract and EIB requirements.

The consulting services in which I am involved is carried out and consists of supervision of construction works (the Services) on Highway E80, section Ciflik – Pirot (East), a total length of 28.7 km, all in accordance with the Project Implementation Plan (PIP). Works on the motorway include construction of roads, bridges, tunnels and interchanges on two sections (the Works).

As due to my returning to Africa after the Supervision contract was ended, and my return back home due to the COVID outbreak, I was forced to return home to Serbia one again.

Upon my second return, I undertook a work as a manager of Logistic team for “Stratemis” company from Subotica, the company scope of work was import and transport of construction material for domestic as well as B2B use, my scope of work was to organise and manage import custom duties, unloading and loading railway carts, long hull trucks as well as distribution to the local storage facilities. While managing group of around 30 people (manual worker, truck drivers, machine operators).

My further development allowed me to lend a job in the company “Elektro Trend” from Pirot that is specialise for and distributing and selling to the public and to other businesses electrical material and equipment as well as heat pumps and aircon solutions, my scope of work was procurement, organisation, storage rotation process as well as managing a group of 10 people that were part of the dedicated sector of that company.

As my referees will bear testimony to, I am very well organized and reliable. My approach to work is very structured, and I am a “list taker”, which allows me to ensure that all deadlines are met timeously. I have also learnt how to juggle different tasks simultaneously, and how to then provide honest timeframes in order to manage expectations efficiently. My work experience has also fine-tuned my skills to be able to work independently, but I am also very conscious of the group effort. Hence my ability to integrate into the common objective of the team. I have a secure sense of who I am as a person, and I have developed a very keen ability of identifying what drives my self-starter philosophy in my current capacity at my current employer.

Education & Skills:

2004 – 2008: University of Technical Science (Bor, Serbia).

Industrial Management

I have attended but not yet completed University in Industrial Management. The coursework for these three years centred on instilling the successful candidate with a theoretical understanding of processes common to all production activities.

2000 – 2004: School of Economic Sciences (Pirot, Serbia)

Diploma in Economics & Custom Export and Import Management

My High School studies focused specifically on Micro and Macro Economics & Custom Export and Import Management. Other subjects such as Accounting were also mandatory for the 4 years, in order to build a foundation for the specialisation.

1992 – 2000: Primary School “Dusan Radovic” (Pirot, Serbia).

In 1998, at a Private School for Microsoft Services, I qualified with a Certificate/Diploma after attending courses on Microsoft Word, Excel, Power point, and Access for database management, and since then I have been upgrading and improving my knowledge.

My above studies have afforded me proficiency in the following software Microsoft software packages.

Works with Software package:

Software package	Advanced
Word	Advanced
Outlook	Advanced
PowerPoint	Advanced
Excel	Intermediate
Access	Advanced
Publisher	Advanced
Internet Explorers	Advanced
Photoshop	Intermediate
Adobe Acrobat	Intermediate

Languages:

Language	Proficiency
Serbian (mother language)	Fluent
English	Advanced/Fluent
Croatian	Advanced/Fluent
Bosnian	Advanced/Fluent
Macedonian	Intermediate
Bulgarian	Intermediate
Afrikaans	Basic
Xhosa	Basic

Professional Experience:

2021 – 2023

Manager and director of sector for Aircon and Heat pump solution at “Elektro Trend” from Pirot. My scope of forks as a manager was to organise and track shop sales, organise procurement of needed material, conduct day to day analyses of work performance of the employees, manage and organise storage units and stock rotation in them. As for the director of aircon and heat pump solutions, scope of works included procurement of needed materials, services solutions, planning and design ideal solution for residential and commercial objects in respect to the client needs, working with the Municipality representatives in finding idle candidates for subventions for energy efficiency consumers, works on tenders and submission of require documentation in that respect.

2019 – 2021

Manager of Logistic Centre Pirot for “Stratemis” company from Subotica, my scope of work was to organise and manage import custom duties, unloading and loading railway carts, long hull trucks as well as distribution to the local storage facilities. While managing group of around 30 people (manual worker, truck drivers, machine operators).

- 2016 – 2019** General store and restaurant manager at “The Butcher Restaurant” Camps bay, South Africa. Scope of work was organisation of FOH as well as BOH, sales target tracking, payroll calculation, procurements, working and on fine dining experience training for the staff members, general training for staff members.
- 2014 – 2016** Project Administrator/ Project assistant/ Recourse manager to the Supervision Project Coordinator and Chef Resident Engineer on the project " Koridor 10 section from Nis to Dimitrovgrad", section contains of three LOTs, two of those are on construction of future motorway (includes carriageway construction, bridges, tunnel Sarlah and cut and cover tunnel Sopot), other LOT is construction of parallel non-commercial road from Pirot to Bela Palanka (includes road construction, bridges and supporting structures) my duties are daily organization of the upcoming work day, incoming and outgoing correspondence, correspondence between Employer and the Contractors, updating Supervision engineers on new developments on the project and translations on official and in house meetings from English to Serbian and vies verse. Profound data capering and works progress reporting are part of the duties, keeping time sheets of supervision Engineers among many other daily, weekly and monthly tasks.
- 2012 – 2013** Operational manager for the franchise main office in Cape Town CBD. F.O.H Manager for a period of one year, my duties included weekly shift roster, daily waiter section allocations, floor supervision, daily cash ups, stock taking, stock control, ordering, training of F.O.H managers, franchisees and B.O.H staff and dealing with all day-to-day functions to ensure proper running of the restaurant and training.
- 2008 – 2012** Head Waiter at Col’ Cacchio restaurant Cape Town in 2009 to 2012, and Waiter at Col’ Cacchio restaurant Camps Bay in 2008. As my referees will bear testimony to, the nature of the work often constitutes 10-12 hours per day. Interacting with people from all walks of life on a daily basis, has given me the opportunity to exercise my communication and client-facing skills.
- 2008:** Waiter and Assistant Manager at “Monza” cafe bar (Pirot, Serbia). My roles and responsibilities included regular oversight of a team of 6, back-office inventory and financial management, and front-office customer services and interactions.
- 2007:** On-site worker at Dual Construction (Pirot-Nis, Serbia), a private building company who specialize in construction and indoor decoration works.

2005 – 2007: Consultant and Salesman at “Code” (Piro, Serbia), a software development and consulting company. My day-to-day tasks centred on addressing customer queries and complaints with respect to computer problems, producing and reviewing company advertisements in the media, and facilitating with adequate and appropriate promotion of new brands.

2001-2004: Evening Waiter and Barman at “Anja” cafe club (Piro, Serbia).

Trainee Custom Official on Bulgaria-Serbia Border

This practical work experience for two months each year was mandatory, and it complemented my theoretical studies at “High School”. My day-to-day tasks centred on addressing general border operations and procedures including passport verification, tracking of imports and exports, and any other special needs of the team on the border.

Other Interests:

I have wide variety of miscellaneous interests which include: learning languages (Xhosa, Afrikaans, German, Spanish, Italian), aquarist (fish-keeping) and sports such as table tennis and volleyball for fitness and leisure, engaging with material relating to computer graphics, fine tuning my electrical interests, honing my computer skills, reading up on and learning about painting, and facilitating with human resource management for the benefit of the team.