

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name	TRAJKOSKI, Saso
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Nationality	Macedonian
Date of birth	20 February 1966
Gender	MALE

WORK EXPERIENCE

- Dates (from – to) October 2007 –
- Name and address of employer ITC . International Training and Consulting Consortium (ITC Consulting /ITC Kariera Skopje www.itc.com.mk)
- Type of business or sector Training and consulting: HCM, HR Management, Consultancy in System Engineering and System Analyses and QM standards
- Occupation or position held CEO and Managing Partner
- Main activities and responsibilities Contribution in all company's projects, establishing the company structure, products and business strategies.

- Dates (from – to) October. 2004 – October 2007 , current in honorary engagement
- Name and address of employer NATIONAL ENTREPRENEURSHIP AND COMPETITIVENESS COUNCIL
Dimitrie Cuposki 13 - 1/10; www.nspk.org.mk;
- Type of business or sector Advisory body to the Government of the Republic of Macedonia
- Occupation or position held Executive Manager
- Main activities and responsibilities Responsible for implementation of the Platform for promotion of the competitiveness

- Dates (from – to) February - October 2005
- Name and address of employer CHR - Centre for Human Relations - Skopje
Borka Taleski 12, Skopje
- Type of business or sector Economic consulting and human resources training
- Occupation or position held Project Manager and Trainer
- Main activities and responsibilities Chief responsible for the Project - Center for development and promotion of business processes - In Company Consulting

- Dates (from – to) December 2001 - February 2004
- Name and address of employer HENKEL & SCHWARZKOPF -Smanatha Ltd- Skopje
- Type of business or sector Trade
- Occupation or position held Executive Manager (marketing and sales in Adriatic area)
- Main activities and responsibilities Responsible for realization of the sales goals and plans

- Dates (from – to) August 1998 - December 2001
- Name and address of employer IBIS – GMBH, Düsseldorf
- Type of business or sector International Agency for Strategic Researches – Representative Office Prilep
- Occupation or position held Executive Manager

• *Main activities and responsibilities*

• Dates (from – to)

• Name and address of employer

• *Type of business or sector*

• *Occupation or position held*

• *Main activities and responsibilities*

EDUCATION AND TRAINING

• Dates (from – to)

• Name and type of organization providing education and training

• Principal subjects/occupational skills covered

• Title of qualification awarded

• Dates (from – to)

• Name and type of organization providing education and training

• Principal subjects/occupational skills covered

• Title of qualification awarded

• Dates (from – to)

• Name and type of organization providing education and training

• Principal subjects/occupational skills covered

• Title of qualification awarded

• Dates (from – to)

• Name and type of organization providing education and training

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

OTHER LANGUAGES

• Reading skills

• Writing skills

• Verbal skills

SOCIAL SKILLS

AND COMPETENCES

ORGANISATIONAL SKILLS

AND COMPETENCES

September 1991- August 1998

MRTV – Macedonian Radio, Second Chanel

Broadcasting

Editor

2001 -2009

SIPP, NECC, Bank Academy Frankfurt ,....

Serial training for development personal skills for PCM , BSP , ISO , ..

TOT for IPARD

Certificate

1999 - 2001

Carl Duisberg Academy – Dizeldorf,Germany,

Academy for applied economy

Specialists and postgraduate studies - Strategic management – implementation of standards for quality management /TQM / ISO/ .

Master degree

1998 -

University St. Cyril and Methodius, Faculty of Economy, Skopje

Postgraduate studies for Marketing Management

Marketing

...

1985 - 1990

University St. Cyril and Methodius, Faculty of Political and Legal Sciences, Skopje

Department of Journalism

Graduated Journalist

MACEDONIAN

ENGLISH	GERMAN	SERBIAN	BULGARIAN
excellent	good	excellent	excellent
good	good	excellent	basic
good	good	excellent	good

Team work; Communication Skills;

Ability to plan, manage and monitor work activities;

Analytical and methodical mind;

Independent development and implementation of strategies and curricula for trainings in the area of Quality Management, CRM, Sales Skills, Brand Management, Marketing Management,

	Promotion of the competitiveness and market positions, Implementation of IT for promotion of business processes;
TECHNICAL SKILLS AND COMPETENCES	Microsoft Windows 98/2000/XP; MS Office; Internet
OTHER SKILLS AND COMPETENCES	<ol style="list-style-type: none"> 1. Expert for implementation of Quality Standards in small and medium enterprises 2. Member of the expert team for preparation of the National Report on Competitiveness in cooperation with WEF 3. Member of a UNDP and UASID team's for Regional – local development 4. Member of the Macedonian Network of Trainers (MMO)
DRIVING LICENCE(S)	B, C categories
ADDITIONAL INFORMATION	<p>Implementation of the following projects and project activities:</p> <ol style="list-style-type: none"> 1. Project manager for implementation National Internship and Job placement Program "Moja Kariera " – www.mojakariera.com.mk 2. Preparation of the National Report on Competitiveness for 2005, 2006, 2007; www.nspk.org.mk 3. Development, implementation, leadership and training for HR and Sales Strategy in: Urban invest, Macedonian Telecom, Zona - Skopje, Sigma SB Skopje, Samantha dooel Skopje, Gudalat - Gostivar, Zito Vardar - Veles Trio – Prilep; www.sigmasb.com.mk , www.gudalat.com , 4. Development of strategy for productive management of human resources for starting the VIP- Macedonia , member of Mobilkom AG, 2007, and SASA Mine – Makedonska Kamenica, 2006; 5. YES - Incubator - support to young entrepreneurs - SINTEF, 2006 – mentor in competition of 5 group business plans for starting a business, out of which 3 were the best ranked; 6. Analysis of workflows and implementation of standards and procedures for Document Management in: Directorate for Money Laundering Prevention of Republic of Macedonia, Mining Directorate Kosovo and Bosna Telecom, 2006; 7. Training on Quality management in Public Administration - Project with the Agency for state employees, 2004; 8. Need Analysis and development of TQM Strategy for Lek - member of SANDOS Group - Skopje, 2006; www.lek.com.mk 9. Organization and delivery of School for Commercial Agents - CS-Global, 2006; 10. Organization of open CRM training for sales and marketing managers - representatives from international and domestic companies. 11. Delivery of trainings for QuSales Strategy for IMAKO – Vinery 12. Delivery of trainings for Quality Management, Client Management, CRM, and Advanced Sales for Macedonian Telecom, 2003-2004; 13. Delivery of training on Advanced Sales in PROKREDIT Bank, 2005; 14. Business and HR consulting in SIGMA SB – Microsoft Navision Partner, In Tec-Fujitsu- Siemens Smart, Cosmocar...
ANNEXES	<p>Member of steering committee of:</p> <p>Macedonian Chambers of Commerce www.sojuzkomori.org.mk</p> <p>NECC- www.necc.org.mk</p> <p>ITC . - International Training and Consulting Company</p> <p>MMO - Macedonian Network of Trainers</p> <p>Prima - Center for applied knowledge and creativity Skopje/Berlin www.prima-center.net</p>