

PERSONAL INFORMATION

Rajko Kovačević



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Sex Male | Date of birth 20/01/1992 | Nationality Montenegrin

WORK EXPERIENCE

(15.06.2017. – 22.09.2017.)

Stari Kaktus caffe - restaurant

Stari Kaktus D.O.O.

▪ Manager caffe - restaurant

Restaurant management - procurement, normative formulation, sales analysis, control of all operational functions, employee control.

Business or sector: Hospitality

(19.08.2015. – 15.02.2017.)

Buzz caffe – restaurant

Čelebić Recreativo D.O.O.

▪ Manager caffe - restaurant

Restaurant management - procurement, normative formulation, sales analysis, control of all operational functions, employee control.

Business or sector: Hospitality

(15.01.2014. – 18.03.2015.)

Hotel Hemera

Hemera D.O.O. (www.hotelhemera.com)

▪ Cashier, Assistant F&B manager

Coordination and organization of the work-employees (waiters, bartenders, hostesses)

Organization and control of sales, purchases and expenditures.

Control of object hygiene;

Responsibility for the material condition of goods and foodstuffs;

Traffic control and recording

Business or sector: Hospitality

EDUCATION AND TRAINING

(22.11.2013. – 09.10.2014.)

Specialist tourism management (Spec. Sci.)

Faculty of tourism - MTS „Montenegro Tourism School"

- Project management in tourism
- Modern trends in travel industry
- The methodology of scientific research
- E-business in tourism

(06.09.2010. – 04.07.2013.) **Bachelor (BSc.) tourism and hospitality management**

Faculty of tourism - MTS „Montenegro Tourism School"

- Hotel management
- Marketing an introduction
- Principles of economics
- English language
- Entrepreneurship in hospitality and tourism
- Italian language

PERSONAL SKILLS

Mother tongue(s) Serbian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	B2	A1	B2
Replace with name of language certificate. Enter level if known.					
Italian	A1	B2	A1	A1	A2
Replace with name of language certificate. Enter level if known.					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- Good communication skills gained through my experience as hospitality manager

Organisational / managerial skills

- Leadership (currently responsible for a team of 10-30 people in hospitality)

Job-related skills

Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.
 Example:
 ▪ good command of quality control processes (currently responsible for quality audit)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificate(s)

Replace with your other computer skills. Specify in what context they were acquired. Example:
 ▪ Good command of office suite (word processor, spread sheet, presentation software)
 ▪ Good command of photo editing software gained as an amateur photographer

Driving licence B