

# Curriculum Vitae

## Personal data

Name and surname	Nikola Kovacevic
Date of birth	December 25 <sup>th</sup> , 1975.
Postal address	Rajiceva 8
Post code	32000
City of residence	Čačak
Country	Serbia
Email	<a href="mailto:nik_kova@yahoo.com">nik_kova@yahoo.com</a>
Gender	Male
Marital status	married, 3 children
Citizenship	Serbian
Mobile contact number:	+38163643893
Education	



## University/college

Name of University	Univesity of Kragujevac, Technical Faculty
City	Cacak
Type	Industrial informatics
Course	Industrial - management
GPA (average mark)	9.21
Started/ended:	1996 / 2000
Duration	4 years

Remark student of generation

## High school

High school name	Filip Filipovic
City	Čačak - Serbia
Type	Grammar school (high school)
Course	science
End year	1994 year

## Courses and seminars

1. CompTIA A+ certificate
2. ECDL - certified CORE 7 units
  - Security for IT Users
  - IT User Fundamentals (Windows Explorer in Windows 7)
  - Word processing (Microsoft Word 2013)
  - Spreadsheets (Microsoft Excel 2013)
  - Databases (Microsoft Access 2010)
  - Presentations (Microsoft PowerPoint 2010)
  - Using Email and the Internet (Windows Explorer in Windows 7)
  - Advanced Word Processing
  - Advanced Spreadsheets
  - Advanced Presentation
  - Advanced Database

## Working experience

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<b>Company name</b>	BRONGUS INC, <a href="http://www.brongus.com">www.brongus.com</a> IT Outsourcing company
<b>Job position</b>	Senior System administrator
<b>Employment period</b>	September 2019. – Still working
<b>Job description</b>	<p>GSuite/Office 365 administration, MikroTik router configuration, Diagnosing and fixing problems with computers and office equipment; Troubleshooting PC hardware;</p> <p>Running diagnostics at 1-4 levels of the OSI model;</p> <p>MS Windows 8 / 7/10, MS Office 2010-2019;</p> <p>MS Windows Server 2003-2016-2019;</p> <p>Working with AD, GPO, terminal servers, DNS, DHCP;</p> <p>LAN, WAN, TCP/IP, routing, CISCO switches</p> <p>CCTV IP camera video surveillance system implementation</p> <p>VoIP technologies such as PBX, Ring Central - configuring IP phones, provisioning.</p> <p>Configuration of backup procedures on a daily basis.</p> <p>Troubleshooting technical and software issues with end-users local devices (printers, scanners, desktop, or other)</p> <p>Adjustments, configuration, and maintenance on already existing Windows server environment, Exchange and MS Azure</p> <p>Setup, installing and configuring client email, data transfer, user account maintenance, and software installation remotely.</p>
<b>Job level</b>	Worker

## Working experience

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<b>Company name</b>	JEVTOVIĆ AUTO d.o.o. authorized Renault-Dacia service and reseller
Job position	IT administrator
Employment period	September 2012. – September 2019.
Job description	Administrating 5 PC computers, managing Dialogys system server, wireless AP configuration, managing DHCP server, administrating servers for software based applications used for computer diagnostic tools for Renault-Dacia vehicles and services, working with tablet PC diagnosis systems, installation and cofiguration of Windows OS-es, hardware maintenance, administrator of Magnolia CMS based company website, LAN, WAN, TCP/IP, routing, CISCO switches
Job level	Worker

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<b>Company name</b>	JEVTOVIC CARS d.o.o. authorized Mercedes Benz service and reseller
Job position	IT administrator
Employment period	September 2012. – Still working as outsourcing advisor
Job description	Administrating 35 PC computers, one Windows 2012 Standard server, one IBM AS400 server, administrating domain users, working with GPO, e-banking, wireless AP configuration, managing DHCP server, administrating servers for software based applications used for computer diagnostic tools for Mercedes-Benz vehicles and services, working with tablet PC diagnosis systems, installation and cofiguration of Windows OS-es, hardware maintenance, IP camera configuration, POE switch configuration, router configuration, VPN configuration, Remote administration, social networks correspondence, LAN, WAN, TCP/IP, routing, CISCO switches
Job level	Worker

<b>Company name</b>	Ristic d.o.o.
Job position	IT administrator
Employment period	November 2009. - August 2012.
Job description	Administrating 55 PC computers, one Windows 2003 SBS server, one Windows 2008 Standard server, one IBM AS400 server, administrating domain users, working with GPO, e-banking, wireless AP configuration, managing DHCP server, administrating servers for software based applications used for computer diagnostic tools for Mercedes-Benz vehicles and services, working with tablet PC diagnosis systems, installation and cofiguration of Windows OS-es, hardware maintenance etc.
Job level	Worker

<b>Company name</b>	USPON COMPUTERS doo CACAK
Job position	chief of service
Employment period	February 2007 - August 2009
Job description	administrator, hardware service, advertising consultant, dealing with customers
Job level	Junior and middle management

<b>Company name</b>	NCentar - Cacak
Job position	manager
Employment period	September 2005 - January 2007
Job description	manager,web site creator, advertising , IT administrator
Job level	Junior and middle management

<b>Company name</b>	OBRAZOVNI CENTAR SVETI SAVA-CACAK
Job position	consultant - teacher
Employment period	April 2005 - August 2010
Job description	teaching IT courses, hardware , software-Windows platform,html web design
Job level	Part-time

<b>Company name</b>	PC CENTAR - BEOGRAD
Job position	manager-administrator
Employment period	August 2003 - August 2005
Job description	manager,administrator and IT consultant
Job level	Junior and middle management

<b>Company name</b>	POLAROTOR - CACAK
Job position	administrator
Employment period	February 2000 - August 2002
Job description	IT consultant, network administrator, manager
Job level	Worker

<b>Computer skills</b>	
Internet	advanced level
Document editing	advanced level
Photo editing software	intermediate level
Usage of following software	MS Office 2003, 2007, 2010, 2013,2016 administration - installation - configuration - WINDOWS XP,2003SERVER, VISTA, WINDOWS 7, WINDOWS 8, WINDOWS SERVER 2008,2012, Windows 10,11) using COREL DRAW, COREL PHOTO PAINT, JOOMLA administrator, phpBB, Wordpress CMS admin, DotCMS.

VMware, Smart phone configuration, all kind of Tablet device configuration - Android, Windows or iOS, using Android studio.

**Programming and other advanced computer skills**

Web design	advanced JOOMLA level, HTML, CSS, advanced WORDPRESS web portfolio: amssautoskola.rs, bavariateam.rs, airguns-srbija.com
Administration and network engineering	advanced level
Android programming	Programming personal apps with Android studio (comic pdf database for personal reading "on the go")

**Spoken languages**

English	(speech - advanced level, reading - advanced level, writing - advanced level)
French	(speech - intermediate level, reading - intermediate level, writing - intermediate level)

**Person**

Person	well-spoken, energetic, confident, and personable, team oriented, endurable, precise
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**Other remarks**

Recommendations	OBRAZOVNI CENTAR SVETI SAVA, USPON DOO PC CENTAR BEOGRAD, Ristic doo
Served army	regulated
Drivers licence	B categorie
Preferred type of job	Full-time
Description of preferred job	anything that has to do with IT