



## Europass Curriculum Vitae



### Personal information

Surname(s) / First name(s) **Majkić Dejan**  
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Web **www.majkic.net**  
E-mail(s) **dejan@majkic.net**  
Nationality **Bosnia and Herzegovina**  
Date of birth **29/01/1977**  
Gender **Male**

<http://twitter.com/dejanmajkic>

### Desired employment / Occupational field

**IT manager [Computer manager / IT manager / IT supervisor / Operations manager, computing, Human resource, Training development]**

### Work experience

Dates  
Occupation or position held  
Main activities and responsibilities

**1<sup>st</sup> August 2011 ...**  
**Head of the Central Personal Database Department**

1. Managing of Department,
2. Integrates and directs the work flow of Department,
3. Responsible for timely, lawful and proper performance of the activities within the Department,
4. Responsible for task assignment to the perpetrators,
5. Performing the most complex activities within the scope of the Department,
6. Perform other activities on behalf of general manager.

Name and address of employer  
Type of business or sector

Civil Service Agency - Republic of Srpska Government  
Central Personnel Database Sector

Dates  
Occupation or position held  
Main activities and responsibilities

**15<sup>th</sup> October 2004 → 31<sup>st</sup> July 2011**  
**Senior Associate for Supervision and Control of Central Personal Database**

1. Supervision and Control of Central Personal Database
2. Civil Service Certificated Trainer,
3. IS and database developer,
4. CSA Web site developer,
5. Forum moderator,
6. IT consultant,
7. LAN administrator,
8. Helpdesk service.

Name and address of employer  
Type of business or sector

Civil Service Agency - Republic of Srpska Government  
Central Personnel Database Sector

Dates  
Occupation or position held

**16/12/2002 - 14/10/2004**  
**Programmer/Projectant**

Main activities and responsibilities	Cheaf of team for creating of project documentation in project of Transfer of Optical System along the Railroad Corridor in Republic of Srpska
Name and address of employer	Logos-link Company Kralja Petra II Karađorđevića 44
Type of business or sector	Information System and Software Development
Dates	01/10/2001 - 15/12/2002
Occupation or position held	Enterprise Resource Planning System Administrator
Main activities and responsibilities	Projecting, implementing IS, computer networks, system administration
Name and address of employer	Logos-tel Company Kralja Petra II Karađorđevića 44
Type of business or sector	Computer networks development
Dates	21/08/2000 - 30/03/2001
Occupation or position held	IT specialist at State Company Telekom Information System
Main activities and responsibilities	tracking of payments, technical assistance for mobile services
Name and address of employer	State Telecom Company Patre 5
Type of business or sector	Call Centre
Dates	01/02/2000 - 01/08/2000
Occupation or position held	Marketing associate
Main activities and responsibilities	Marketplace explorer
Name and address of employer	Partner Marketing Agency Petra Kočića 5
Type of business or sector	Market Surveys
<b>Education and training</b>	<b>EDUCATION</b>
Dates	01/10/2008 - 04/12/2009
Title of qualification awarded	Information Technology Engineer - Specialist of Computer Science
Principal subjects / occupational skills covered	Database Implementing and development, Web development, Internet marketing, Management of Business Information Systems / Human Resource Information System...
Name and type of organisation providing education and training	Apeiron University - College of Information Technologies in Banjaluka, Bosnia & Herzegovina
Level in national or international classification	Information Technology Engineer - Specialist
Dates	01/10/2005 - 01/07/2008
Title of qualification awarded	BSc (Bachelor) of Information Technologies (B.IT) - FIT in Banjaluka
Principal subjects / occupational skills covered	Database Implementing and development, Programming using Microsoft Visual Studio, Geographical Information Systems, Management of Business Information Systems, Network management...
Name and type of organisation providing education and training	Apeiron University - College of Information Technologies in Banjaluka, Bosnia & Herzegovina
Level in national or international classification	BSc (Bachelor)

## TRAINING: | COURSES:

- 27.06. – 01. 07.11 Course: Developing web applications using Oracle XE and Apex Technologies

Content: Understanding the Oracle XE and Oracle Apex concept, Installing Oracle XE, Oracle APEX and Oracle Client 10g - Enterprise Manager, Presentation of the components of Oracle Apex 4.0, Interaction with Oracle XE database using Oracle Enterprise Manager, Working with Oracle attributes (tables, views, triggers, etc.), Importing database schema, Creating a Workspace and Workspace administrator's orders, Developing Web applications using Oracle Apex tools, create interactive report for displaying data, Creating the application form, working with pages and regions, adding elements (items, buttons, LOV's, etc.) on site, Validation of data, work with customer orders, Security and defining access rights to certain parts of the application, depending on user privileges, developing authorization Schema, Backup the database and applications, restore the database and applications.

Trainer: Predrag Nagraisalovic (Certificate),

- 15.11.-17.11.2010. Course: Linux & FOSS

Content: PKI (Virtualization, Emulation, Hyper Virtualization, (VMWare, Xen, Virtual box), Linux OS, Distributions, Linux installation, Introducing to GNOME, Linux commands, user accounts, Owner relations and privileges, SSH, Remote administration, WEBMIN, Install. & Config. Mysql-servera, Apache web server, distance learning, distance education, MOODLE, Joomla.

Trainer: Njegoš Raičić (Certificate),

- 23.06.-24.06.10. Course: Training on performance management in the government of the Republic of Srpska.

Content: The importance of performance management in public administration, purpose and object of evaluation, describing Affairs jobs and work goals, methodological difficulties in the process of evaluating, discussing methods of evaluation and ranking, the ranking of performance, ways to overcome the subjectivity...,

Trainers: Adérito Alain Sanches, Aleksandra Rebranović. (Certificate),

- 19.05.-21.05.10. Course: Web services, Web applications Security and PKI.

Content: PKI (WEB SERVICES: Bussines integration, SOA, Styles, Development and Consumption. WEB APPLICATIONS SECURITY: Web application attacks, SQL Injection, XSS attacks. PKI: Symmetric and asymmetric cryptographic algorithms, hash function, digital signature, digital certificates and PKI )

Trainers: Doc. Dr Zoran Đurić (Certificate),

- 10.06.-14.06.09. Course: Human Resource Management Information System HRMIS – HRMIS ADMINISTRATORS - Technologica - Bulgaria - Trainers: Almir Numanovik, Slavica Stojneva, (Certificate),

- 09.10.-17.10.08. Course: Human Resource Management Information System HRMIS - All modules (Personel, Structure, Evaluation, Trainings, Leaves, Exams, Self Services) - Technologica - Bulgaria - Trainers: Almir Numanovik, Slavica Stojneva, (Certificate),

- 28.10.-21.11.08. Information Technology Management in the Public Sector - Malaysia – Photo (IT initiatives, IT security, National IT strategy, Strategic IS planning, E-learning, Project Management, IT research in Industry, e-Government, Knowledge Management, Open Source policy and implementation) - INTAN (National Institut of Public Administration - MY (Certificate),

- 22-23 Sep, 08 Training on Grant preparation programme, CBIB-Cross Border Institution Building (Financial allocation, eligibility criteria, apply procedures, evaluation and selection of applications, submission of documents ...) (Certificate),

- 11 Sep, 08 Efficiency meeting management, trainer: Clement De Souza, National School of Government (Prepare for meetings; Plan your contributions; make your point and be heard; Understand the group dynamics of meetings; Controlling and progressing meetings; Follow up the meeting and take appropriate action.) (Certificate),

- 1st Jan – 1st Nov - Training of Trainers in Civil Service, trainer: Quentin Oliver, National School of Government (Training Design, Training Needs Analysis, Presentation Skills, Training Evaluation, Facilitation Skills, etc.) (Certificate),

- ECDL core (all 7 modules) (The European Computer Driving License) (Certificate),

- United Nations (Public Administration Network) E-GOVERNMENT (Certificate),

- Course: Time Management - National School of Government (Certificate),

- Microsoft course : Implementing MS SQL Server 2005 Database (Certificate),

- Completed Training on Job Analysis UNDP (Certificate),

- Completed Training on EU for Specialist UNDP (Certificate),

- Completed Training on Business Interview Skills DFID (Certificate),
- State exam for employees in state organizations (Certificate),
- Training on integration and training the users to work with assets in branch of Computer Telephony, Logos-tel (Certificate),
- Training on Project Making and Implementation of PC Networks, Amber Software (Certificate),
- Microsoft Training on PC networks and Administration (Certificate),
- Microsoft Training on Active Directory (Certificate),,
- Training on Database Programming in Microsoft Access, Logos-tel (Certificate),,

## LANGUAGES:

### Serbian, Bosnian, Croatian

#### English language:

1. 27<sup>th</sup> January 2010. Conversational English Course level 3 – [Dialogos Centre](#) (Certificate),
2. 2009. Conversational English Course level 3 [Dialogos Centre](#) (Certificate),
3. Upper-intermediate English course, DLC (Certificate),
4. Pre-intermediate English course, Studio 7 Agency Belgrade (Certificate),
5. regular education (11 years),

#### German language:

1. German Beginner Course (Certificate) – [Studio LINGUA](#) in Banjaluka

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user

(\*) [Common European Framework of Reference \(CEF\) level](#)

Ability to set priorities and to work in a team,

Ability to work independently and without direct supervision,

Tactful,

Good sense of humour,

Good self-control,

Strong enthusiasm and positive energy.

Sense of initiative and organization and sense of responsibility,

Good aspiration for developing existing knowledge and learning new things.

## ICT skills

ICT Consulting

Training programs development

Programming and database administration: MS Access, MySQL, MSSQL, Oracle.

Working in Windows surrounding (MS DOS, Windows: 95, 98, NT, ME, 2000, XP, Vista, Windows 7, Server 2000/2003/2008). and Linux surrounding (CentOS, Ubuntu, SUSE)

Managing backup procedures.

System integration.

Software sales.

LAN (Local Area Network) administrating, Managing user portfolio.

Working knowledge of Microsoft Office software (Word, Excel, PowerPoint, Access, Visio).

WEB programming and administration ([CMS Joomla expert](#), Front Page, Dreamweaver, Flash).

Forum moderator and administrator ([www.phpbb.com](http://www.phpbb.com)), E-mail administrator (<http://qmail.org>),

Adobe Photoshop, CorelDraw and Video assemblage skills.

Recording and processing of speaking prompts (VFEedit).

Work with HARDWARE /PC platform (diagnostics, replacing spare parts, installing Operating system and application software, printer maintenance...).

Playing guitar (finished Music School) and singing.

Personal skills and knowledge transfer amongst B&H public procurement staff and officials

A1, B

As young, dynamic and competent person with strong will and determination, I am always eager to develop new abilities, skills and knowledge. One of my strong qualities is ability to adapt to team work which might also be an advantage for my future job.

#### **Published articles:**

- Founder and Editor of First Magazine for young civil servants in RS government "[BADGE](#)" (No1: Professional Development abroad – Malaysia)
- [Principles, measures and standards for development of IT protection methodologies](#) (expert work) ISSN 1840-2283
- Publications: "[Electronic communication in Civil Service as a part of Public Administration Reform](#)", Magazine "Modern Administration", Banjaluka, Bosnia and Herzegovina, 2007. ISSN 1840-2283
- Civil Service Journal (Number 1, 2, 3, 4, 5, 6, 7, 8, 9)
  - Team member from B&H at [DebConf10](#) in New York City.
  - Study visits ([Cyber Security Malaysia](#), [Data Center Management MAMPU](#), [Road Transport Department](#), [Telekom Malaysia](#), [Immigration Department](#), [University Technology Malaysia](#), [Distribucija vode i gasa Malaysia](#), [Tanjung Pelepas Port, Johor.](#)) in Malaysia – Kuala Lumpur,
  - Study visit to [National School of Government](#) in United Kingdom (training of trainers) - London
  - Study visit to Slovenian [Ministry of Public Administration](#) and Administration Academy-Ljubljana
  - Laud for achievement in information system implementation for a commercial company (Logos-tel company)
  - Award for achievement in work - State [Telekom Company MTEL](#) (participation in sport games)

#### **MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS, ASSOCIATIONS AND COMMITTEES:**

- Member of the Public Procurement board - [Public administration reform coordination office](#)
- Member of the expert team for the organization of Debian Conference in Banja Luka 2011 ([DebConf11](#))
- Founder and Editor of First Magazine for young civil servants in RS government [BADGE](#)

#### **PERSONAL STATUS:**

Married, father of one child

**EUROPEAN LEVELS - SELF ASSESSMENT GRID**

		<b>A1</b>	<b>A2</b>	<b>B1</b>	<b>B2</b>	<b>C1</b>	<b>C2</b>
<b>U N D E R S T A N D I N G</b>	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.
<b>S P E A K I N G</b>	Spoken interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
<b>W R I T I N G</b>	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.