

VLADAN TEOFILOVIĆ



PERSONAL DATA

DATE OF BIRTH 16.11.1968.
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WORK EXPERIENCE

Restaurants operation Manager - Zaha international
Two French franchises- French Toast & CO and Caramel
South Californian restaurant Chorina (under construction)

Riyadh, KSA
November 2019 - Now

- Recruitment
- Necessary documentation
- SOP
- Training manuals
- Space and kitchen solutions
- All other pre-opening activities

General Manager- AlBilad Elite Restaurants, Multi branding concept stores
(Owned by Royal family Fahad)

Riyadh, KSA
January 2018 - August 2019

- Pre-opening activities
- Recruitment of complete staff
- Working Procedures
- Finding of all necessary equipment for kitchen and service
- Financial plan for the first year
- Soft opening manual, organization of soft opening
- Staff training manual and complete staff training
- Managing day to day every aspect of business

Operation hospitality Manager-Ministry of Interior, KSA

Riyadh, KSA
March 2017 - January 2018

- Responsible for complete F&B operation, which consist of 4 banquet halls, 2 coffee shops, members restaurant and outside catering with approximately 2000 customers a day.
- Direct and manage all activity related to the catering office, ensuring all service standards are followed.
- Ensure the highest standards of event management are in place including building relationships with new/existing customers to secure rollover business.
- Responsible for ensuring that international standards of F&B preparation and service are maintained
- Responsible for planning, directing, controlling, coordinating, and participating in all activities of Food & Beverage personnel.
- Pay rolls, over time lists, purchasing and education and trainings for 200 employees.

F&B Director- Star Hotels Group

Belgrade, Serbia
December 2014 - February 2017

- Managing F&B operation in three hotels, with four restaurants (two standalone restaurants), events department, and three bars with more than 50 employees.

Executive Director- Bravissimo Culinary Group

(HoReCa consulting)

- Sale and distribution of artistically made finger food
- Planning and organization of diverse events
- Managing American restaurant Alabama in a center of Belgrade

Belgrade, Serbia
January 2011 - November 2014

Executive Director for non-core activities - MX Management Ltd.

- Supporting service activities (**bars, coffee shops, and retail shops**) of Mozart company chain of sports, betting outlets and electronic casinos. **250 coffee shops in 4 countries of Europe.**

Belgrade, Serbia
Bucharest, Romania
Skopje, Macedonia
Sarajevo, Bosnia
April 2007 – April 2010

EDUCATION

Faculty of Strategic and Operational Management, Belgrade

2008 - 2010

SEMINARS & TRAININGS

Adizes Seminars:

- Time management
- Motivational methods
- Improvement of customer relations

Minnesota state university:

- HR Management

COMPUTER SKILLS

- MS Office (Word, Excel, PowerPoint)

FOREIGN LANGUAGES

- English - advanced knowledge
- Greek language - advanced knowledge.
- Russian language-medium knowledge

PERSONAL SKILLS

- Excellent organizational skills
- High professional standards
- Developed analytical skills with a desire to improve existing processes
- Business, firm in negotiations, supporter of the team working
- Give a great importance to social responsibility and business conduct of corporate employees strictly according to the reputation of the company.