

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **DOBRIN STEFANOV IVANOV**
Address **22, SAN STEFANO STR., ENTR.A, F.6, AP.20, CITY OF SOFIA**
Telephone **+359884684163**
Fax **+35929633756**
E-mail **d.ivanov@bica-bg.org**

Nationality Bulgarian
Date of birth 19.09.1977

WORK EXPERIENCE

- Dates (from – to) **2009 - up to the present moment**
 - Name and address of employer **Bulgarian Industrial Capital Association**
 - Type of business or sector
National representative employers' organization
BICA is a member of the International Organization of Employers (IOE), member of European Centre of Employers and Enterprises providing Public Services (CEEP) - European social partner and of European Issuers - organisation representing the interests of publicly quoted companies across Europe
Executive Director
 - Occupation or position held
Manages and controls the entire operation of the organization
 - Main activities and responsibilities
-
- Dates (from – to) **January 2017 - December 2018**
 - Work under a project of **Bulgarian Industrial Capital Association**
 - Framework **BG05M9OP001-1.011-0002 - Achieving sustainable and quality employment by improving the attractiveness of professions with low labor market supply in key sectors for the development of the Bulgarian economy**
 - Financial accountant**
 - In charge of accounting of the project;
 - In charge of the use of resources and the proper documenting according to the performance contract and relevant regulations;
 - In charge of monitoring of execution of tasks and appropriate documentary layout;
 - Checks tender documentation;
 - Provides materials to the auditor;
 - In charge of preparation of financial statements and their transmission within appropriate term
-
- Dates (from – to) **January 2011 - June 2011**
 - Work under a project of **Bulgarian Industrial Capital Association**
 - Framework BG EIF 2009/01 - Procedure for granting financial assistance "Integrated framework for providing gratuitous financial help for realization of activities aimed at putting into practice of the "Common Basic Principles for Immigrant Integration Policy in the EU" and gradually building of capacity for realization of these activities
 - Component 4:** Support for analyzes and research in the field of integration policy,

- Occupation or position held
- Main activities and responsibilities

- Dates (from – to)
- Work under a project of
 - Framework

- Occupation or position held
- 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

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- 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

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- 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

as well as data collection.

Project manager

- Provides for the achievement of the objectives of the project;
- Overall control and project management, monitoring of project activities;
- Managing of the project team;
- Distribution of tasks for practical implementation of the project;
- Defining the parameters of the agreement with the partners;
- In charge of the preparation and implementation of the final timetable for implementation of the project on its possible approval;
- Approves interim and final reports and reports for the project
- Responsible for the implementation of contractual commitments on the project and for the overall financial management;
- Monitors the selection of contractors under CM Decree: 55/12.03.2007; signing contracts.

September 2009 - December 2014

Bulgarian Industrial Capital Association

BG051PO001-2.1.05 "Increasing the flexibility and efficiency of the labor market through active actions of the social partners

Financier

- In charge of accounting of the project;
- In charge of the use of resources and the proper documenting according to the performance contract and relevant regulations;
- In charge of monitoring of execution of tasks and appropriate documentary layout;
- Checks tender documentation;
- Provides materials to the auditor;
- In charge of preparation of financial statements and their transmission within appropriate term

May 2010 - up to the present moment

BICA Consult Ltd.

Vocational Training Centre, Centre for Information and Vocational Guidance consulting services in the field of European projects and business management

Manager

Manages and controls the entire operation of the organization

2002 - up to the present moment

Account Service Ltd.

Accounting company

Manager and chief accountant

Manages and controls the entire operation of the organization

2006 - 2010

Kiril-Kirilova Ltd.

Audit company

Chief Auditor

Auditing and certification

2002 - 2002

Familia Nikola Ltd.

Production

Manager and chief accountant

Overall organization and control of the company

2001 - 2002

Dal Siat JSC

Accounting Company

Accountant

Accountancy

- 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)
- Type of educational establishment
 - Main subjects skills covered
 - Title of qualification awarded
- Level in national classification (if appropriate)

- Dates (from – to)
- Type of educational establishment
 - Main subjects skills covered
 - Title of qualification awarded
- Level in national classification

- Dates (from – to)
- Type of educational establishment
 - Main subjects
 - Title of qualification awarded
- Level in national classification
- Level in national classification

- Dates (from – to)
- Type of educational establishment
 - Main subjects
 - Title of qualification awarded
- Level in national classification

- Dates (from – to)
- Type of educational establishment
 - Main subjects
 - Title of qualification awarded
- Level in national classification

PERSONAL SKILLS AND COMPETENCES

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills
- Reading skills

2000 - 2001

Policonsult Accountant Company

Accounting Company
Accountant
Accountancy

1995 - 1999

University of Economic Varna

Accountancy

Accounting and Control

Bachelor

1999 - 2000

University of Economics Varna

Accountancy

Accounting and Control

Master

2005 - 2006

University of National and World Economy - Institute for Postgraduate Qualification

Accountancy

Forensic Accounting Expert

Postgraduate Study

2006 - 2007

University of National and World Economy - Institute for Postgraduate Qualification

Accountancy

Assessment of liabilities and assets

Postgraduate Study

2011 - 2017

Paisiy Hilendarski University of Plovdiv

Law

Law

Master

BULGARIAN

ENGLISH

Good

Good

Good

Russian

- Writing skills Good
- Verbal skills Good

PARTICIPATION IN BODIES AND ORGANIZATIONS

Member of Council on the social consultations of Committee on European Affairs of the National Assembly

Deputy - member of the Monitoring Committee of the operational program "Human Resources Development"

Deputy - member of the Monitoring Committee of the Programme for Rural Development

Member of the Monitoring Committee of the Cross Border Cooperation Programme "INTERREG – V – A - Romania - Bulgaria 2014 - 2020"

Member of the Board of the Executive Director of the Employment Agency

Member of the National Council for Promotion of Employment

Member of the Advisory Council on Corporate Social Responsibility MLSP

Member of the Board of the Executive Director of DP "Bulgarian-German Vocational Training Centre"

BICA representative to the Coordinating Unit for organizing and coordinating activities connected with implementation of the National Initiative Jobs for Young People in Bulgaria 2012-2013

BICA representative in thematic working groups for designing the program for human resource development for the programming period 2014-2020 Member of the interdepartmental working group for the implementation of the approach CLLD / Leader Member of 26 working group "Financial Services" within MF

Member of the Working Group for preparation of joint project of the methodology for determining the amount of municipal waste fee of Ministry of Finance

Member of the Working Group to discuss the results of the demand and supply of labor

Member of Professional Pension Fund of Toplina JSC

Member of Universal Pension Fund of Toplina JSC

Member of the Supervisory Board of the National Health Insurance Fund - 2012

Board member of Enterprise for Management of activities on Environmental Protection at the Ministry of Environment and Waters - 2013-2014

Member of a working group for the development of National Action Plan for on Employment in 2014

PARTICIPATION IN BULGARIAN AND INTERNATIONAL PROGRAMMES AND PROJECT

Bulgarian Industrial Capital Association
BG05M9OP001-1.011-0002 - Achieving sustainable and quality employment by improving the attractiveness of professions with low labor market supply in key sectors for the development of the Bulgarian economy

Bulgarian Industrial Capital Association
BG EIF 2009/01- Procedure for granting financial assistance "Integrated framework for providing gratuitous financial help for realization of activities aimed at putting into practice of the "Common Basic Principles for Immigrant Integration Policy in the EU" and gradually building of capacity for realization of these activities
Component 4: Support for analyzes and research in the field of integration policy, as well as data collection.

Bulgarian Industrial Capital Association
BG 051PO001-2.1.05 "Increasing the flexibility and the efficiency of the labor market through active actions of the social partners"

Technical University of Sofia
BG051PO001-3.1.07-0018 "Collaboration with industry to improve measuring technology and quality management training at the Technical University - Sofia (MTQM)"

Ministry of Education and Science
BG051PO001-4.3.03-0001 "A new opportunity for my future"

SOCIAL SKILLS AND COMPETENCES

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

Team efficiency

ORGANIZATIONAL SKILLS AND COMPETENCES

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

Organizational skills

Skills for selection and management of staff

Financial management of projects

TECHNICAL SKILLS AND COMPETENCES

With computers, specific kinds of equipment, machinery, etc.

MS OFFICE

DRIVING LICENSE

Category B, no violations