

Piraeushaven 33,
Purmerend, 1448 KG
+31(0)625181735
elenakostovska21@gmail.com

Elena Kostovska

SKILLS

Prototyping, wireframing, user flows, mockups, visual design and design software. User research and usability testing, information architecture. Problem-solving skills, creativity, critical thinking, analytical skills, communication, teamwork, empathy, decision making, stress management and organization.

EXPERIENCE

Van Hool Macedonia, Skopje — *Stock Controller*

November 2013 - December 2018

Coordinating stock control operations with warehouse staff, as well as the sales and finance department. Analyzing supply chain data to ensure the uninterrupted availability and running out-of-stock (OOS). Placing and receiving orders to replenish stocks as needed. Tracing shipments and coordinating internal stock transfers, as well as resolving delays. Overseeing stock storage processes, including tagging, boxing and labeling. Maintaining a steady flow of stock from storage to the production line of to where is needed. Performing inventory audits and keeping purchasing within budget. Maintaining and updating daily stock, creating picking lists, replenishment lists on a daily basis. Controlling the stock, daily communication with the production line. Organizing inventory and weekly cycle count. Working on obsolete parts. Identify parts that are at risk of becoming obsolete. Maintaining compliance requirements and forecasting the impact on parts in stock and in production. Creating parts lists for the BOM and adding the lists into the BOM in communication with the engineering team/Dept.

Indbus EU, Skopje — *Logistic assistant*

September 2012 - February 2013

Providing administrative support to the logistics for shipping, preparing documentation for export (invoices/pro-forma invoices). Helping to coordinate the daily operations of a warehouse facility. Handling incoming shipments, documenting inventory, resolving customer service issues. Qty and quality check of goods.

MACEF, Skopje — *Volunteer*

January 2005 - December 2006

EVN Kids - Organizing children's games, teaching in primary school for energy, renewable sources of energy, how to save energy and use the energy wisely.

EDUCATION

Academy,

Brainster, Skopje, Macedonia — *UX/UI Design*

October 2022 - August 2023

Academy,

ITAcademy, Belgrade, Serbia — *Web design*

September 2013 - Not finished

University,

UKIM, Skopje, Macedonia — *Mechanical engineer*

September 2014 - January 2011

Secondary school,

UKIM, Skopje, Macedonia — *Mechanical engineer*

September 2014 - January 2011

LANGUAGES

Macedonian C2 — *mother language*

English B2

Dutch B1

AWARDS & HOBBY's

Awards, diplomas and certificates for APICS, drawings, economy contest for companies, awards for painting and awards for choral singing.

Hobby, Learning languages, music, traveling, art and sports.

