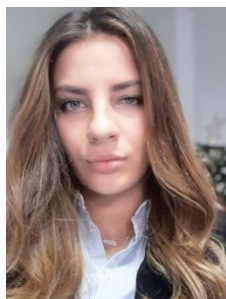


PERSONAL INFORMATION

Ivana Josovikj


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✉ iv.josovic@gmail.com

💬 Skype iv.josovic

🌐 www.linkedin.com/in/ivana-josovic

Sex Female | Date of birth 23/06/1993 | Nationality Macedonian

WORK EXPERIENCE

24.07.2021 - current. Office Manager – EU project - IACS
Tibro Labs LLC Skopje

Str. Kosta Novakovikj no.14/14, 1000 Skopje <https://tibrolabs.com/>

▪ Working as an external associate for Perun Technologies, in the project office, on position Office Manager on the **EU Project - Customised Software for Integrated Administrative and Control System (IACS)**.

▪ Analysing project activity data and preparing monthly reports; B2B communication with state institutions and EU representatives for project purposes; scheduling meetings; preparation of bilingual meeting minutes (Macedonian and English); sending the meeting minutes to the attendees of the meetings; managing the business meeting calendar support documents regarding the meetings; preparing bilingual user manuals of the software; managing office activities.

▪ Preparing reports for other ongoing projects for Tibro Labs, assisting with preparation of tender documents, responsible for annual office inventory revision.

Information technologies & services

18.02.2019 – 23.07.2021 Real estate mediator
Move In Real Estate Agency LLC Skopje

St. Nikola Tesla no.22/2-6, 1000 Skopje <http://www.movein.mk/>

▪ Mediation and negotiation of real estate transactions; Concluding lease agreements, negotiating, and consulting on market conditions with interested Clients; promotion of properties according to established marketing channels; coordination and organization of all real estate visit activities; continuous monitoring and research of the real estate market; Updating information; establishing positive professional relationships with Clients.

Trade and services

19.08.2017-24.08.2018 Office Manager
AL-BO Design LTD Skopje

Anton Popov no. 161/3-2 Skopje 1000

▪ Managing the administrative duties in the Company; Communication with Client and it's partnership organizations

Trade and services

10.2015-12.2015 Intern
NLB Bank LC Skopje,

str. Majka Tereza no. 1, Skopje 1000, Rep. of Macedonia <http://www.nlbtc.com.mk/>

▪ Intern in the Logistics department for working with natural persons

Bank

12.2014-01.2015 Intern
Eurostandard Bank LC Skopje,

str. Nikola Kljusev no.2, Skopje 1000, Rep. of Macedonia, <http://www.eurostandard.com.mk/>

▪ Intern in the department of ICT and bank operations

Bank

EDUCATION AND TRAINING

2014 – 2019 **MSc in Economy** 300 ECTS

University of tourism and management, Skopje Republic of Macedonia

Corporate finance, Accounting information system, Marketing management, Macroeconomic analysis, Tax management, Securities and portfolio management, Financial system and fiscal policy of EU, Methodology of scientific research, Management of costs and investments

Name of thesis

“Standardization in the public procurement system with reference to the Republic of North Macedonia”

2011-2014 **BSc in Economy** 180 ECTS

University of tourism and management, Skopje Republic of Macedonia

Economics, Marketing, Management, International Trade, International economics, financial management, international marketing, Bank accounting systems, Analysis of financial statements.

10.2015-12.2015 **Management Skills**

Eight-week training for young managers, Provider: Center for education and training Motiva Ltd. (Pivara LC Skopje)

PERSONAL SKILLS

Mother tongue(s)

Macedonian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
	Replace with name of language certificate. Enter level if known.				
Serbian	C2	C2	C2	C2	C2
	Replace with name of language certificate. Enter level if known.				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

[Common European Framework of Reference for Languages](#)

Organisational / managerial skills

- Organizational skills and time management, gained through working on Projects, working with Clients and interested parties as a Real Estate Agent, Office Manager, Intern and Seminars
- Teamwork as part of the Logistics Service for working with natural persons and sub-division for credit cards, Office Manager and Real Estate Agent
- Skills gained through training for young managers
- Management skills learned during the formal education
- Ability to work as an individual
- Great creativity skills
- Ability to work under pressure

Communication skills

- Excellent communication skills gained through working experience:
 - B2B Communication with state institutions and EU representatives for the purposes of the Project.
 - Direct Work with Clients and interested parties (B2B, BTC, CTC) as a Real Estate Agent
 - Direct contact with Clients in the logistics service of individuals and ICT and banking operations and AL-BO Design LLC
 - Foreign language communication skills (written and oral) acquired through direct work as Real Estate Agent and office manager on the IACS Project
- Skills gained through training for young managers
- Communication skills learned during the formal education

Computer skills

- Very good knowledge of Internet browser
- Very good command of MS Office tools (word, power point, excel, outlook)
- Basic knowledge of Adobe Photoshop

Other skills

- Painting and art

Driving License

- **B** Category (active driver)