

## CV



### PERSONAL DATA:

Name and Surname:	Elena Rzhnikoska
Date of birth:	12.12.1986
Address:	Cvetan Dimov no.82, Bitola
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### EDUCATION:

Postgraduate studies at the Faculty of Philosophy- Skopje  
Module: Management of public administration and social services  
Study program: Human Resource management 2010-

Bachelor's degree -Faculty of Public Administration and Information Systems Management-  
Bitola  
2005-2010

High School of Economics Jane Sandanski- Bitola 2001-2005

### WORK EXPERIENCE:

Company: PHI Centre for Public Health Bitola  
Position: Sector for Legal and Administrative Affairs, Public Procurement and Human Resources  
Duration: June 2018-

Tasks: Human resources: records of attendance and absences of employees, vacations, experience with HRMIS system, organizing and creating a plan for seminars and training for employees, organizing a stay if the seminars are outside Bitola, preparing reports in the field of human resources, preparation on the Annual Employment Plan, preparation of announcements for new employments

Company: WINNER insurance  
Position: Administrator and insurance agent  
Duration: 2013-2018

Tasks: Administrator, finance management, cash register management, NBO policy making, property and passenger policy development, public transport passengers, collective insurance

Company: A.D. Osiguritelna Polisa Insurance

Position: Administrator and insurance agent

Duration: June 2013-August 2013

Tasks: Managing the cash register, making policies in the NBO, passengers policies, property policies, public transport passengers policies

Faculty: Student Union of FAMIS- Faculty of Public Administration and Information Systems Management- Bitola

Position: President of the Student Union

Duration: 2006-2010

Tasks: Organization of seminars, trainings for students, advocacy for the benefit of students in terms of questions and answers related to exams and work assignments given by professors and the dean's office

## **SEMINARS AND TRAININGS:**

- Course modern project management methods (Scrum master)- IW Connect education center Bitola 2021
- International Academic Institute "Application and writing of European projects" - certificate
- HRMIS- Ministry of Information Society and Administration
- Specifics of the Law on Amendments to the Law on Public Sector Employees and guidelines for its implementation- certificate
- Public procurement Bureau- Public Procurement Trainings- Certificate for Public Procurement Person
- The most common mistakes and omissions in the office and archive work and the novelties that remain in this area- certificate
- Summer University- Faculty of Tourism and Hospitality- Ohrid 2008 (teaching on English)
- Summer University- Technical Faculty- Bitola 2007 (teaching on English)
- Summer University- South East European University SEEU- Tetovo 2006 (teaching on English)  
(obtained diplomas at summer university seminars)

## **FOREIGN LANGUAGES:**

English-           upper-intermediate 2  
                          upper-intermediate 1

Greek -           first and second degree

Diploma obtained from the Phare program, a project funded for cross-border cooperation of the European Union

Diploma from Aristotel

Diploma from the Ministry of Education and Science of R.N. Macedonia

**COMPUTER SKILLS:**

JIRA software  
Microsoft Office  
Public Procurement Program ( Reception and Orders )  
Electronic public procurement system  
Human Resources Employee Record Program  
HRMIS

**PERSONAL AND SOCIAL CHARACTERISTICS:**

Performance driven  
Precision  
Responsibility  
Good organizational skills developed in different situations  
Communication skills  
Well-developed emotional intelligence for coordination and working with people  
Energetic  
Successful in teamwork and individually  
Loyal  
Ready for challenges and new carrier upgrades  
Creative

**OTHER SKILLS:**

Driver's license- category B