

CV



PERSONAL DATA:

Name and Surname:	Elena Rzhnikoska
Date of birth:	12.12.1986
Address:	Cvetan Dimov no.82, Bitola
Telephone number:	+38976/762-380
E-mail:	elena.rzhnikoska@gmail.com

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:

- HTML/CSS- IW Connect education center Bitola 2021
- 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
HTML/CSS basic

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
Willing for progress and upgrading in career success

OTHER SKILLS:

Driver's license- category B