



Personal information

Professional
biography

Name Kire Naumoski

Address Str.Bozhidar Rajkovikj No.34, Aerodrom, Skopje

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Citizenship Macedonian

Date of birth 04.10.1994
(day, month, year)

Work experience

- *Date (from-to)* **01.2021 - currently**
- *Name and address of employer* **Company for production services and trade VE-GRUPA SMLLC Radovish, Str.Macedonia No.2-2, Skopje**
- *Type of business or sector* **Construction**
- *Occupation or position you have been in* **Attorney**

- *Main activities and responsibilities*

Preparation of tender documents, submission of tender bids, conducting e-auctions and monitoring the full implementation of concluded public procurement contracts, human resources (applications and dismissals of employees, annexes to employment contracts, vacations and sick leave of employees, confirmations for employment, etc.), payment orders, preparation of various agreements for cooperation with other entities, agreements for sale and purchase of goods, services and works, contracts for construction activities, contracts for subcontracting, etc.

10.2019 – 10.2020

***Company for catering, consulting, trade, construction and services
ROYAL SOLUTIONS SMLLC import-export Skopje, Str.Roza
Luksemburg No.6/2, Skopje***

Management activities

Attorney

Payment orders (preparation of warnings before the lawsuit and preparation of proposals for payment orders together with the necessary documentation related to the proposal), human resources (applications and deregistration of employees, annexes to employment contracts, vacations and sick leave of employees, employment certificates and etc.), preparation of various agreements for cooperation and engagement of persons, keeping a register and proper archive of the same, constant communication with clients and their reporting related to issues in the legal sector.

06.2018 – 06.2019

Basic Civil Court Skopje, 4 Goce Delchev Blvd., Skopje

Judicial and judicial activities

Intern

-Introduction and use of the Acmis system, preparation of various summonses, constant contact with lawsuits, response to lawsuits, complaints and similar submissions, preparation of cases for trial, constant attendance at hearings and several on-site inspections, preparation of judgments and solutions

Education and training

Date (from-to)

06.2019 – passed the bar exam

*Name and type
of organization that
provided the education /
training*

Ministry of Justice, Dimitrija Cupovski bb, Skopje

*Name of the
acquired*

Master of Laws with passed bar exam

qualification

09.2016 – 04.2018 – postgraduate studies (business law)

UNIVERSITY OF SAINT CYRIL AND METHODIUS FACULTY OF
JUSTINIAN I FIRST SKOPJE

Master of Laws

09.2013 – 09.2016 – undergraduate studies (law)

UNIVERSITY OF SAINT CYRIL AND METHODIUS FACULTY OF
JUSTINIAN I FIRST SKOPJE

Law graduate

05.2022 – passed passed the public procurement person exam

Public Procurement Bureau, 23th October Palace Luj Paster nn
1000 Skopje

Personal skills and
competencies

Native language Macedonian language

other languages English, German
Knowledge of the language English German

Reading Excellent Basic

Writing Excellent Basic

Speaking Excellent Basic

Technical skills and
competencies

Excellent knowledge and work with Microsoft Office (Word, Excell, Power
Point, Outlook etc.)

Other skills Communicativeness, flexibility, organization, ambition, responsibility,
commitment.

Additional
information

Team work, pressure work, desire to upgrade and desire for new challenges.