






PERSONAL INFORMATION **Katerina Nikolovska**


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Sex Female | Date of birth 20.05.1992 | Nationality Macedonian

## WORK EXPERIENCE

June 2021 - Today

Tobacco Company  
 Socotab DOOEL Bitola  
 website: <https://www.socotab.com/>

HR and Payroll Specialist

- processing payroll
- experienced in using SAP system
- administer personal data and time events related to working hour's management of the employees in SAP system
- participate in employee recruitment processes, prepares and opens adds, provides work orientation for the new employees
- enter all changes related to the employees in SAP system of the HR department and in employee personal files in timely manner
- prepare necessary documentation for forming or terminating employment, register and de-registers employment according legal regulations

September 2018 – June 2021

Agricultural Company& Food Production  
 website: <http://www.zkpelagonija.mk/EN/index.html>

ZK Pelagonija AD Bitola  
 Human Resources Officer

- records of staff in a personal program (ULTRA DOO)
- receipt of documents and records of invoices
- registration/deregistration of employees in ESA and Insurance Fund
- electronic data update for staff in the personal program
- preparation decisions for holiday, recall because of death and recall of the workers because of the Statute of the firm
- prepare employment contracts
- creating reports
- creating and posting job ads
- screening resumes
- conducting and archiving documents about employees
- relevant experience in working with HR and knowledge of the Labor Law regulations

June 2020 – March 2021

Community Mobilizer  
 National Youth Council of Macedonia (NYCM)  
 website: <https://electoralreforms.mk>

- active participation in all trainings and workshops;
- implementation of Innovative initiative and active mobilization of the community(via social media and online portals);
- public presentation and promotion of the work and the monitoring process and related findings
- regular monthly reports during the implementation of Innovative initiative;

February 2018 – September 2018

Real Estate Agency, Geodetic work company  
Geo Balkan DOOELBitola

Office Administrator

- archiving
- data collecting for design of elaborates ( E-Cat System,OSSP System)
- managing of subscriptions
- issuing invoice and proinvoice
- e - banking
- preparation of auctions

February 2016 - September  
2016

Notary Public Marinco Veljanovski, Bitola  
Volunteer

- organizing and preparation of documents
- client services
- time management
- meeting management

## EDUCATION AND TRAINING

October 2018 – November 2021

Master of Civil Law

Faculty of Law „Iustinianus Primus” - University “Ss. Cyril and Methodius” –  
Skopje, Republic of North Macedonia  
website: <http://pf.ukim.edu.mk/en/>

September 2011 – May 2017

Bachelor of Law

Faculty of Law - University “St. Kliment Ohridski” - Bitola, Republic of  
North Macedonia

website: <https://pfk.uklo.edu.mk/>

- Macedonian and European Law system (240 ECTS)

September 2007 – June 2011

High school

website: <https://gimnazija-jbt-bitola.edu.mk/>

General High School Josip Broz - Tito, 7000 Bitola, Republic of North Macedonia

## PERSONAL SKILLS

Mother tongue(s) Macedonian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
<b>English</b>	Advanced	Advanced	Intermediate	Intermediate	Advanced
<b>German</b>	Basic	Basic	Basic	Basic	Basic
<b>Serbian</b>	Advanced				

Communication skills

- Always following the steps and the given rule
- Being responsible for my behaviour and making sure the people feel nice
- Able to work individually or in a team
- Adaptable to new situations (I'm very calm and adaptable to unexpected situations)

Organisational / managerial skills

- self organized
- proactive
- polite
- ambitious
- self-motivated

Computer skills

- Excellent knowledge of Microsoft Office™ tools (**Word™**, **Excel™**, **Outlook**)
- Excellent knowledge of Microsoft **Windows** and **Internet (Web)**

Drive license **B**

## ADDITIONAL INFORMATION

Project June 2020 – March 2021

„Support to Electoral Reforms in North Macedonia” - Community Mobilizers project of the Swiss Agency for Development and Cooperation (SDC), implemented by the International Foundation for Electoral Systems (IFES) and its partner National Youth Council of Macedonia (NYCM)

26.04.2019 – 06.05.2019 – Izmir, Turkey

- Erasmus Plus Youthpass– Pieces of same puzzle

05.10.2018 – 07.10.2018 Belgrade, Serbia

- CoolTURE – Volunteer Center Skopje

06.12.2017 – 09.12.2017 Project - Struga, Republic of North Macedonia

- National workshop for creating a document with recommendations for establishing a system for youth information at local and national level - Coalitions of youth organization SEGA

## Seminars

- 20.11.2017 – 27.11.2017 Project - Craiova ,Romania
- Erasmus Plus Youthpass – Preventing violence
- 29.11.2017– 01.12.2017- Seminar- Bitola, Republic of North Macedonia
- International Labour Organization– Couching program –Workplace Youth Rights

## Conferences

- 16.03.2019– Skopje, Republic of North Macedonia
- Conference for protecting the rights of the workers- Faculty of Law,,Iustinianus Primus”
- 26.05.2018 – Bitola, Republic of North Macedonia
- 4th Leadership Forum – Students for Liberty –Macedonia
- 29.06.2018 – 01.07.2018 – Novi Sad, Serbia
- Third Regional Youth Forum –European Movement Serbia (RYCO)
- 05.10.2017 – 06.10.2017 – Skopje, Republic of North Macedonia
- Conference “Youth, peace and security” --Youth network Y – PEER Macedonia

## Memberships

- Volunteer in a Non Governmental Organization Together Macedonia
- Member of a Non Governmental Organization Humanost
- Member of a Non Governmental Organization ELSA – The European Law Student’s Association

## Certifications

- Certificate for preparation for employment and work
- Certificate for completing the training course of advanced body language
- Certificate for working on computer programs for office working
- Certificate for protecting the rights of the workers
- Certificate for recruitment and selection process

## Training

- 27.11.2018 – Training– Bitola, Republic of North Macedonia
- Skills for Success - Education Center of Pivara Skopje - Motiva
- 03.05.2017 - 05.05.2017 - Training – Bitola, Republic of North Macedonia
- Law is written, justice is practiced - Taking part in a lawsuit procedure
- Coalition All For Fair Trials(Union for Lawsuit procedure) - OBSE
- 25.05.2017 – 26.05.2017 – Training - Skopje, Republic of North Macedonia
- Stressmanagement – Raising the basic soft skills for youth employ ability
- National Youth Council of Macedonia (NYCM) - Skopje, Republic of North Macedonia
- 12.07.2017- 18.07.2017- Training– Youth employment network (JES) – Agency for employment of the Republic of North Macedonia
- 20.05.2012 - Public speaking contest- Faculty of Law- Bitola

## Informal Education

- School for Leadership & Career Development – POLITEA, Center for European development & Integration (CEDI)
- Debate and Lectures given by top experienced Leaders
- Academy for Business Law – ELSA
- Conferences for expertising the previous faculty education
- Objectivity school - Libertania, Balkan Objectivist Center