




**Sanja
Georgieva**

DATE OF BIRTH:
20/01/1992


CONTACT

Nationality: Macedonian/
citizen of the Republic of
North Macedonia

Gender: Female

 Gorgi Kapcev no.2, null
1000 Skopje, North Macedonia

 sg.sanjageorgieva@gmail.com

 (+389) 70990684

 [https://www.linkedin.com/in/
sanja-georgieva-b467604a/](https://www.linkedin.com/in/sanja-georgieva-b467604a/)

Skype: sanja.ge

WORK EXPERIENCE

01/02/2019 – CURRENT

Project administrative assistant

NGE Contracting France Branch Skopje

Organizing all administrative work for the whole project: Improvement of the wastewater sewage collection in the City of Skopje such as:

Preparing letters and archiving the same

Managing the cash balance

Preparing invoices and managing the e-banking

Preparing purchase orders for supplies

Constant communication and improvement of teamwork inside the organization

Preparing payroll and employment contracts

Seeking and interviewing new candidates when needed

Communication with ministries and managing all necessarily documents that the foreign citizens need in order to temporarily stay in North Macedonia

- Translating documents from English to Macedonian and vice versa
Skopje, North Macedonia

01/09/2016 – 01/09/2017 – Skopje, North Macedonia

Marketing and HR manager

Wizard Systems

Creating annual marketing strategies and weekly marketing plans

Analyzing and the end of each week the profitability of those plans with the actual results

Creating content for the webpage and social media (Facebook and Instagram)

Usage on daily basis of Adobe Photoshop

Raising awareness on products among targeted customers with mailchimp

Google and social media analysis

Seeking and interviewing candidates for sales position

Evaluation of employees and preparing team building

Employment contracts

01/12/2015 – 01/06/2016 – Skopje, North Macedonia

Project coordinator

Knowledge center

Knowledge center is an educational NGO. My task was to coordinate the project such as:

Publishing the project info on website and social media

Targeting participants

Targeting trainers

Preparing materials for the participants

Preparing presentations

Preparing the certificates

Hosting a place

Taking care of the catering service

Inviting media

Taking care of the transportation

Managing to get a discount with negotiation skills
Constant communication

EDUCATION AND TRAINING

01/11/2016 – CURRENT – Skopje, North Macedonia

Master of Business and Administration

University American college

01/09/2010 – 01/06/2014 – Skopje, North Macedonia

Bachelor of science

University of Cyril and Methodius

25/04/2018 – 02/05/2018 – berlin, Germany

Mobility of youth workers - Rural on the go

Youthpass

01/04/2017 – 01/08/2017 – Skopje, North Macedonia

Quality and environment manager ISO9001 and ISO14001

M consulting investment quality

-organizing a systematic approach for meeting customer objectives and providing consistent quality.

- organizing a systematic approach for measuring and improving their environmental impact.

01/04/2016 – 01/04/2017 – Skopje, North Macedonia

Bulats

British Council

grammar (use of English), reading, listening, and optionally speaking and writing

01/02/2015 – 01/02/2016 – Netherlands

Gold training course - Stock investment

Investing academy

07/10/2015 – 10/12/2015

Microsoft Office

Alison

01/06/2015 – 01/12/2015 – Skopje, North Macedonia

Microsoft Project

Semos

Gantt Charts, network diagrams, resourcing dashboard, cost management, critical path analysis, variance analysis, tracking and monitoring amongst others.

LANGUAGE SKILLS

MOTHER TONGUE(S): Macedonian

OTHER LANGUAGE(S):

English

Listening
C1

Reading
C1

**Spoken
production**
B2

**Spoken
interaction**
B2

Writing
C1

Spanish

Listening
A2

Reading
A2

**Spoken
production**
A1

**Spoken
interaction**
A1

Writing
A1

Serbian

Listening
C1

Reading
C1

**Spoken
production**
B1

**Spoken
interaction**
B1

Writing
B1

DIGITAL SKILLS

Microsoft Word / Microsoft Excel / Outlook / Microsoft Powerpoint / Facebook / Skype / Instagram / LinkedIn / Microsoft Teams / Zoom / Google Drive / Organizational and planning skills / Microsoft Project / Mailchimp / Stock trading

DRIVING LICENCE

● **Driving Licence:** B

RECOMMENDATIONS

- Dominique Bresson – Construction manager – dbresson@nge-contracting.com – (+33) 0649015539
The construction manager has provided a positive feedback about my job skills in NGE Contracting S.A.S France Branch Skopje. The letter can be found in the attachment below.
- Pierre Lagleize – Project manager – plagleize@nge-contracting.com – (+33) 640957246
The project manager has provided a positive feedback about my job skills in NGE Contracting S.A.S France Branch Skopje. The letter can be found in the attachment below.

HONOURS AND AWARDS

- **01/09/2011**
I was awarded as a student of the year in 2011 – University Cyril and Methodius
I was awarded to be a student of the year because I got all A's and I received a scholarship
<https://www.facebook.com/EkonovskiFakultetSkopje/photos/a.686492468036567/686521931366954/>
- **01/11/2016**
I have received a scholarship for master studies in 2016 – Ceme ntarnica Usje
I have received a scholarship from the company Cementarnica Usje from Skopje for master studies at the University American college Skopje

ORGANISATIONAL SKILLS

● **Organisational skills**

- excellent organisational skills gained as an administrative assistant on the international project
- team worker and problem solver

HOBBIES AND INTERESTS

● **Hiking**

I like to conquer peaks and fascinate to the beauty of the nature
I love chasing wild waterfalls

● **Photographing**

My other hobby is the make photographs of nature, landscapes, sunrise/sunets etc.

COMMUNICATION AND INTERPERSONAL SKILLS

● **Communication and interpersonal skills**

- excellent communication skills through my honorary working as a books sales agent
- excellent everyday communication skills working as an administrative assistant for the project manager on the project: Improvement of the wastewater sewage collection infrastructure in the City of Skopje (everyday communication with suppliers, beneficiaries and etc).
- excellent everyday communication with different cultures on the project without any obstacles and barriers

VOLUNTEERING

25/04/2018 – 02/05/2018

● **Mobility of youth workers - Rural on the go**

Berlin, Germany

As a participant of an Erasmus+ youth project I have been part of the project held in Berlin: Rural on the go. We were participating in activities related to improvement of the rural areas worldwide. Finding ways to be more environmental friendly and to combine it with rural tourism. Most of all meeting people from different cultures and sharing different ideas

JOB-RELATED SKILLS

01/04/2017 – 01/08/2017

● **Quality manager**

Training for quality manager for ISO9001 and ISO14001