

Date of birth: 23.06.1996

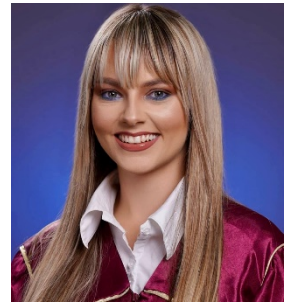
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**Driving License:** B-Category



## Ivana Risteska

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### PERSONAL STATEMENT

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*Highly motivated, excellent communicator, ambitious, efficient, works well under pressure, can multitask with ease, and strives to achieve goals within the given timeframe.*

*Working at GENTHERM, Prilep, North Macedonia. A company that is part of Automotive industry and that investigates a broad spectrum of technologies as Automotive Cable Technologies, Cell Connecting Boards, Battery Thermal Management, Electronics, Seat Comfort & Interior Comfort.*

*In my role as a Supply Planner, I have a variety of responsibilities, including a variety of duties related to working with people in a team environment. Monitoring and controlling inventory level of materials, shelf life of materials in parallel with monitoring production requirements.*

*Over a period of 1.5 year, I have been working as a Quality Engineer where I was responsible for PPAP documentation and communicating with Customer in order to make them sure that our product is meeting their requirements through controlling the quality of it.*

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### PROFESSIONAL EXPERIENCE

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09/2020 – Present

**Supply Planner, GENTHERM, Prilep, North Macedonia**

Main tasks:

- Maintaining raw material delivery schedules based on the demands and providing them to suppliers
- Monitoring production requirements
- Managing with the Inventory level of the materials
- Monitoring the shelf life of the materials
- Escalations in case of not followed schedule at the supplier's side

03/2019 – 09/2020

**Quality Planning Engineer, GENTHERM, Prilep, North Macedonia**

Main tasks:

- Preparing of PPAP documentation and sending to customer
- Creating Control Plan which is needed for quality control of outputs to meet customer requirements
- Monitoring the Inspection Plans

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## EDUCATION

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### 10/2019 – 11/2021 Master's Degree

**Faculty of Economics:** University St. Kliment Ohridski, Bitola, North Macedonia

**Direction:** Electronic Business

**Master thesis:** "Application of Cloud Computing in Customer Relationship Management"

**Title:** *Master of science in Economics in the field of Electronic Business*

**Additionally gained experience:** While writing the Master thesis I was working with IT professional specialists that gave me basic knowledge of Cloud computing and it's benefits which was part of the mini - volunteering

### 09/2015 – 07/2019 Bachelor's Degree

**Faculty of Economics:** University St. Kliment Ohridski, Bitola, North Macedonia

**Direction:** Electronic Business

**Title:** *Graduated Economist in the field of Electronic Business*

**Additionally gained experience:** While studying during summer breaks every year I was volunteer in different company in which way I learned basic working tasks in: Interworks (Certificate for successfully completed semestraly project in the field of research on the expansion on European market for IT companies), NLB Bank, Komercijalna Bank, General Hospital – administration, every of them in Prilep, North Macedonia.

### 09/2011 - 06/2015 High School

**Secondary Education:** Gymnasium Mirche Acev, Prilep, North Macedonia

**Direction:** Mathematical

### 09/2003 – 06/2011 Primary School

**Primary Education:** Kocho Racin, Prilep, North Macedonia

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## TECHNICAL SKILLS

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**Advanced:** Internet, Microsoft office (Word, Excel, Power point), Microsoft outlook, SAP ERP, Dreamweaver, Wordpress, ProModel.

**Basic:** SQL, Salesforce, HTML & CSS.

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## LICENSES & CERTIFICATIONS

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*Leadership and Inspiration* - Prilep, North Macedonia // March 2016

*Youth Policy* - Budva, Montenegro // February 2018

*Young Managers* - Prilep (Skopska Bowery), North Macedonia // February 2018

*Taking initiative* - Prague, Czech // June 2018

*Oratorical abilities* - University St. "Kliment Ohridski" Bitola, North Macedonia // March 2018

*Women in Electronic Business* - Skopje, North Macedonia // April 2018

*Social entrepreneurship* - Vinkovci, Croatia // October 2018

*Two state certificates for Oratorical abilities* – Bitola North Macedonia // May 2017 and May 2018

*Better decisions and mediation* -Krusevo, North Macedonia // November 2018

*ITIL Standards, using and implementation* – Prilep, North Macedonia // November 2019

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## MOTHER LANGUAGE

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Macedonian

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## OTHER LANGUAGES

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Familiar with the languages of former Yugoslavia Republics (Serbo-Croatian)

English – Advanced-level written and spoken

French– Basic level written and spoken

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## PERSONAL INTERESTS IN FREE TIME

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Participating in different events (seminars, trainings & conferences) watching a good movie, reading books, city coffee breaks, summer holidays and visiting new places.

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## SKILLS

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Efficient

Details Oriented

Multitasking

Analytical

Innovative