



# CV Tatjana Tanevska

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**More detailed go to LinkedIn:** <https://www.linkedin.com/in/tanjatanevska/>

## OBJECTIVE

*HR professional with 20+ years of experience.*

*HR, administrative, and finance working experience, able to anticipate issues and create new or adopt solutions that resolve business concerns, streamline operations and improve efficiency.*

*Great organizational and communication skills, intuitive leader with team skills & ability to perform in a dynamic environment.*

*Respect different cultures, beliefs, and values, and works in harmony with other people. Act fairly and with integrity by considering the rights of anyone with whom she has a working relationship. Regardless of her position level she respects everybody and treats them accordingly.*

## WORK EXPERIENCE

07/2020 – 07/2020

### **Recruiter REGIO Group**

Responsibilities:

- Recruitment.
- Web site <https://www.regio-gruppe.de/>

08/2019 - present

### **Tech recruiter / IT**

Responsibilities:

- Manage full-cycle recruitment for a host of assigned searches;
- Source, screen, schedule, conduct interviews, and process all prospective candidates;
- Conduct screening interviews over the phone/internet;
- Actively source candidates for open positions/roles using all possible recruitment methods – web portals, postings, social networks, databases, referrals and contacts.
- Manage expectations with the hiring managers.
- Adept at communicating effectively across all levels.
- Capable of working successfully within a team as well as independently.
- Pro-active and hands-on attitude to work.
- Partner with hiring managers to gather requirements and develop effective recruiting strategies.

08/2019 - 08/2019

**Receptionist, Hotel Maingau,  
Schifferstraße 38 - 40, 60594 Frankfurt am Main, Germany**

Responsibilities:

- Processing of arrivals and departures;
- Carrying out all accounting and administrative work;
- Creating credit card statements and debtors;
- Rooms Disposition;
- Responsible cash management;
- Guest Relations, Check in and checkout of our guests;
- Business correspondence;
- The control of the commission statements;
- Managing and maintaining the customer files;
- Working with reservation system Fidelio Suite 8;
- Participate in other departments (eg Sales, Service).

06/2019 – 06/2019

**Cash Register Work, Hans im Glück,  
Allerheiligen St. 12, Heilbronn, Germany**

Responsibilities:

- Cash Register Work

07/2018 – 05/2019

**Cash Register Work, Burger King,  
Stuttgarter St. 12, Heilbronn, Germany**

Responsibilities:

- Cash Register Work

10/2015 - 10/2018

**HR & Finance Coordinator, Company for Information Services  
Stig Technology 2015, St. 11 Oktomvri 25/11, Skopje, Macedonia**

Responsibilities:

- Drafting job descriptions, reports and letters;
- Implementing the organization's recruiting strategy;
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.;
- Coordinating the new hire process, preparing letters and contracts, pre-employment screening, on -boarding, conducting new joiner inductions;
- Support of recruitment process, to include candidate interviews, testing and screening of CVs;
- Explaining human resources policies, procedures, laws, and standards to new and existing employees;
- Administration of leaver process;
- Advising about legal compliance with employment laws, HR systems and processes;
- Developing and implementing administering health and safety programs and procedures for employees;
- Organizing traveling bookings, setting up conference facilities.

Activities in the field of Finance:

- Establishing and managing certain budgets, controlling expenditure for efficient use of resources;
- Preparing and sorts documents, such as invoices and business transactions and Processing invoices;
- Verifies details of business transactions, such as payments received and disbursed and preparing weekly/monthly totals accounts statement for spreadsheets;
- Coordinates and prepares pertinent information for external accounting companies and auditors.

04/2003 - 10/2015

**HR Coordinator – 2012 – 2015,  
Executive Assistant to CEO & HR Assistant – 2003 to 2012,  
Company for Information Systems EIN-SOF LLC, st. Skupi 3,  
no.74, Skopje, Macedonia**

Web site <http://ein-sof.com/>

Responsibilities:

- Working with Salesforce application for HR and Document Management System DMS;
- Employee performance evaluation;
- Assisting with practical application of law, regulation compliance, legal records, preparation of documents containing legal aspects;
- Planning and organizing procedures for hiring, training, promotion, transfer, dismissal of employees as well as rights of employees;
- Provide information to all employees regarding vacation, compensation and health & safety;
- Working software for archive working - database;
- Assists with recruitment, selection hiring and interview process;
- Preparing monthly and quarterly HR reports and organizational charts using Excel, Word, PowerPoint and Visio;
- Supporting the HR Managers with converting the MK policies, processes for international business areas because company was operating in several locations in EU and USA;
- Preparing documents for employee's visa applications for EU and USA, Travel arrangements and accommodation booking.

12/2000 - 06/2002

**Administrative Assistant, USAID / KPMG Consulting, Inc.  
USAID accounting and tax reform project  
Blvd. Partizanski odredi no. 70, Skopje, Macedonia**

Responsibilities:

- Answering telephone call and transferring messages to superiors;
- Writing business and professional letters and other correspondence and responding to it, performing related tasks;
- Organizing meetings and business trips of employees in the country, hotel reservations, etc.
- Logistic involvement in training activities (courses and seminars);
- Organizing and conducting trainings in the field of audit and accounting;
- Manage relationships with sub - contractors and companies;
- Keeping records and monitoring the activities of training or maintenance and updating of the system for recording, creating and updating the records of training of persons who were trained until their certification;
- Assist in the process of determining costs.

01/1999 - 12/2000

**Office Assistant, USAID / IBTCI, Inc.  
USAID Project for Financial accounting reforms.  
Blvd.Partizanski odredi no.70, Skopje, Macedonia**

Responsibilities:

- Answering telephone calls and transferring messages to superiors;
- Writing business and professional letters and other correspondence and responding to it, performing related tasks;
- Organizing meetings and organization of business trips of employees in the country, hotel reservations, etc.;
- Manage relationships with sub-contractors and companies;
- Preparation of reports.

<b>EDUCATION</b>	<b>Master of Human Resources</b> <b>The Faculty of Philosophy</b> University "Ss. Cyril and Methodius", Skopje, Republic of Macedonia Department Entrepreneurship and Human Resource Development. "Employer Branding and HRM"	10/2010 – 09/2020
	<b>Bachelor of Economics</b> <b>Faculty of Economics</b> University "Ss .Kliment Ohridski", Bitola, Macedonia Department Economy of enterprise. "The capital expenditures of the companies are the basis for pursuing a profit policy"	09/1996 – 06/2006
	<b>High school for traders Cvetan Dimov, Skopje</b> Range: Arranger in trade. Internship in the business "Centrotextile" in the shopping center, Skopje. Experience in arranging and working with customers.	09/1992 - 06/1996

<b>ADDITIONAL SKILLS</b>	Business and Management	08/02/2006 -17/04/2006
	Presentation skills and negotiation	
	Business English Cosmo - Cosmo Innovation Center, Skopje	
	Business English	11/09/2010 -11/11/2010
	(Intermediate) Key Consulting and Training Center, Skopje, Macedonia	
	Tax changes - Eurokonsalt Plus - Venice, Italy	15/11/2011
	Receptionist - University "Koco Racin"	12/2017
	Woman Managers in Hotels - Regent Hospitality Consulting	02/2018
	WordPress - Brainster	03/2020
	<b>Languages</b>	
	Business English (intermediate level)	11/09/2010 -11/11/2010
	Key-Konslating and Training Center, Skopje, Macedonia	
	German language Courses A1 to B1 Level	19/04/2016 – 28/06/2017
	Goethe Institute – Skopje, Macedonia	
	German language B1 Certificate	21/07/2017
	Mother tongue – Macedonian language	
	German Language – B1 Level,	
	English Language – Advance	
	Serbian Language – Advance,	
	Bulgarian Language – Good	
	<b>Computer skills</b>	
	Salesforce application for HR; Document Management System DMS; Microsoft Outlook; Hotel reservation system Fidelio Suite 8.	

**REFERENCES**      References available on request