

**Simona Beleshovska**

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## Key Skills

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**Communication skills** - Ability to work with co-workers to complete tasks efficiently.

**IT skills** - Proficient with Microsoft Office and Outlook, Zoom, Slack, Figma, Adobe XD, Lightroom, Invision, and Miro.

**HR skills-**

- Hands-on experience with sourcing techniques (e.g. recruiting and crafting Boolean search strings)
- Creative problem solving and decision-making using analytical skills.
- Knowledge of Macedonian employment legislation
- Preparation of documentation required for employment and termination of employment, creation of decisions and other documents on the basis of employment
- Keeps personal files of employees and keeps them up to date
- Keeps records of the contracts for the employees, informs the authorities from other directorates about the expiration of contracts, concluding new contracts and annexes
- Issuance of various documents at the request of employees
- Submits documents for employees and their family members to all public institutions when needed
- Conducts Labor market research as needed
- Collects the documents that are obligatorily kept in accordance with the legal regulations

**Googling** - Ability to use Google to find information if I am stuck on a problem for a long period of time.

## Education

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- Faculty of Law "Iustinianus Primus": 2014-2019
- Brainster UX/UI Academy: 2021-2022

## Work Experience

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June 2017 – September 2017

HR Intern-Hateks,Resen

August 2019 – March 2020

Human Recourses Assistant-Hateks,Resen

March 2020-ongoing

Human Recourses Specialist-Hateks,Resen