

Curriculum Vitae



Personal Data

Name: Marina

Surname: Stankoska Bozhinovska

Date of Birth: 08.10.1982

Place of Birth: Skopje; Macedonia

Address: Angel Dimovski 8-1/3, 1000 Skopje; Republic of Macedonia

Phone Number (Mobile): +389 70 488035

Nationality: Macedonian

Material Status: Married

Email: m.stankoska@gmail.com

Education

2006 – 2010, Faculty of Economics, “University Ss. Cyril and Methodius” Skopje, Postgraduate studies at the Faculty of Economics, Skopje, Master of Economic Science in MBA Management, Master Degree in the field in Human Resources Management / Process of Recruitment and Selection; average: 9.89

2001 - 2005, Faculty of Economics, “University Ss. Cyril and Methodius” Skopje, Bachelor of Science in Management; average: 8.58

1997 - 2001, "Vasil Antevski - Dren" High School, Skopje, Economic department

Additional Education

November 2015 Conference: Leadership talks, Mike Zafirovski, Ichak Adizes, Lou Naumoski, Sonja Smuc, Skopje, Macedonia

December 2010, Seminar: Conference for contemporary profitable management tactics, Colin Turner, Skopje, Macedonia

August 2009, Seminar: Communication, negotiation and work ethics, Skopje, Macedonia

November 2004, Seminar: Career Days Skopje, Macedonia

Work Experience

April 2011 – Present, Sparkasse Bank Makedonija, Loan Administration Department, Retail Loans Administration Senior Associate

Responsibilities: Checking all loan documentation: credit application, interest, fee, credit analysis, collaterals; preparing loan contracts, disbursement loan amount to client's transaction account, generating amortization plans and ect.

November 2010 – March 2011, Mak Invest, Finance and Accounting Officer

Responsibilities: Preparing reports and financial statements, bookkeeping and ect.

October 2009 – October 2010, Interspace DOOEL, Human resources and Finance Officer

Responsibilities: Collaborating with manager to compile a consistent list of requirements.

Attracting suitable candidates through networking, databases, online employment forums, social media, etc. Provide full life cycle recruiting. Conducting interviews and sorting through applicants to fill open positions. Administration activities as managing sickness and absence at work and holidays, maternity leave, preparing contracts and ect.

July 2009 - September 2009, NLB Tutunska Bank A.D Skopje, Department of human resources

Responsibilities: Administration activities as managing sickness and absence at work and holidays, maternity leave, helping the process of testing, contracts with candidates and ect.

June 2008 – June 2009, UNI Bank A.D Skopje, Department of international payment systems, international payment officer

Responsibilities: All international payments, SWIFT, 1450, Money Gram and ect.

Language

Mother tongue: Macedonian

Other languages: English, Serbian, Croatian,

Computer skills

Microsoft Office programmes, (Word, Excel, Power Point), Outlook, Internet Explorer and Project.

Communication skills

Excellent verbal and written communication skills both in an office environment and with external stakeholders. Good telephone manner.

Organisational / managerial skills

Excellent organizational and prioritization skills

Driver license:

B category