



CV

PERSONAL INFORMATION

Name	MARIJANA UZUNOVSKA
Date of birth	26.08.1974
Mobile	+389 78 260 874
E-mail	marisk@hotmail.com
Place of birth	Skopje, Macedonia

WORK EXPERIENCE

- | | |
|-------------------------------|----------------------------------|
| • Dates (from – to) | June 2018 – Present |
| • Name of employer | IUTE Credit Macedonia |
| • Type of business or sector | Financial Institution |
| • Occupation or position held | Debt collector Specialist |
- Responsible for making calls and other correspondence in the debt collection service.
 - Providing customer services regarding the payment problems, processing customer requests for multiplied funds, processing and reviewing adjustments of executed payments by reference number.
 - Responsible for monitoring and maintaining the awarded collection cases.
 - Responsible for reducing the delinquency of assigned accounts.

- Dates (from – to)
- Name of employer
- Type of business or sector
- Occupation or position held

January 2018 – March 2018
Technical Control – IRON AND STEEL Zelezara
 Metallurgy
Supervisor for Attests for MAKSTEEL Skopje

- Dates (from – to)
- Name of employer
- Type of business or sector

January 2015 – July 2015
GLOBOCKI DOOEL
 Construction Company

- Occupation or position held

Administrative and HR Supervisor

- Supervision and execution of the administrative tasks - flow of the documents, translation, issuing and payment of invoices, workers coordination, recruitment of the new workers, job contracts, financial-expenses reports

- Dates (from – to)
- Name of employer
- Type of business or sector

May 2011 – July 2013
Fresenius Medical Care Deutschland GmbH
 Representative office

- Occupation or position held

Administrator and Event organizer

- Sending orders in Germany for nephrology supplies for the hospitals in Macedonia
- Regular communication with the doctors and colleagues in Germany - making sure that the orders will come on time
- Organizing sponsorships, attendance for the doctors on congresses
- Payment of invoices, translation, ordering supplies for the company
- Updating the financial sheet and making yearly report
- VAT refund
- Organizing interviews and making short list for the candidates
- Translation

- Dates (from – to)
- Name of employer
- Type of business or sector

December 2004 – April 2010
COSMOFON - Mobile Telecommunication Services
 Technical Division - Operation and Maintenance Department

- Occupation or position held

Administration Coordinator

- Preparing daily reports for the Base Stations in Macedonia
- Collaborating with the Ministry of Internal Affairs for the issue of the relevant approvals

- Preparing Network Management Center Periodical Report
- Updating the inventory database
- Handling site access requests to Cosmofon Sites
- Providing administration support for all department (maintain filling system, coordinate and prepare relevant documents, make official letters, prepare, edit, translate and proofread correspondence, etc.)
- Administrating the counter Site for electricity bills for the base stations
- Responsible person for the work and the orders for food of the canteen
- Administrating the working time lists (absence, arrival and departure from work for all the employees)

- Dates (from – to)
- Name of employer
- Type of business or sector

December 2002 - December 2004

COSMOFON Mobile Telecommunication Services

Human Resources and Administration Division

- Occupation or position held

Personal Business Assistant to the HR Director

- Organizing many interviews and assisting in the selection and screening procedure of the new CV's
- Translating the official correspondence
- Assisting and making the HR Company Procedures
- Making database for the CV's and filling them
- Collecting offers from the canteen suppliers
- Managing the canteen orders and making the menu

- Dates (from – to)
- Name of employer
- Type of business or sector

October 1994 – December 2002

BLAN – Italian representative office

Metallurgy

- Occupation or position held

Administration and HR Manager

- Sale of metallurgic lubricants from ITALY to cold rolling mill factories in the Balkan Countries (Serbia, Montenegro, Greece, Turkey, Romania, Bulgaria) and trade with metals. Frequent travels and visits to the factories in the above mentioned countries.
- Recruitment of workers for the cold rolling mill steel factory in Misrata - Libya. Three months engagement in Misrata factory (in the cold mill) as a recruitment negotiator.

EDUCATION AND TRAINING

- Dates (from – to) **2012 – 2015**
- Name of organization providing education **South East European University - Skopje**
- Principal subjects/occupational **Bachelor of International Communication**

- Dates (from – to) **2001-2002**
- Name of organization providing education **Anatolia College of Thessaloniki, Greece**
- Principal subjects/occupatio **Office Management**

Skills covered

A full nine-month Curriculum at Anatolia College of Thessaloniki, Greece. All courses were taught in English and are the following:

- English Business Correspondence
- Office Management and English touch typing,
- Accounting Fundamentals
- Professional communication and human relations
- Computers (Word, Excel, Access, Power Point, Internet)

LANGUAGES

- ENGLISH (excellent)
- TURKISH (fair)
- ALBANIAN (basic)