



Elena Vilarova Velkovska

Professional Goals

I aim to attain an engaging highly qualified position in the field of HR management. I hope to help the organization reach its goals and ensures effective utilization and maximum development of human resources

Work Experience

Specialist People Development

Gerresheimer Skopje . | December 2020 – Present

- Create concrete concepts of HR qualification goals derived from the HR strategy
- Develop requirement and competence profiles for functions and employees
- Develop and implement concepts for personnel diagnostics and performance management
- Prepare, support and implement defined personnel development processes in close cooperation with international counterparts (e.g. succession planning, potential analysis, etc.) Conduct of a job analysis and sourcing of talents
- Screening of applicants, conduct interviews and finalization of the job offer
- Introduction and induction of the new employee.
- Establish a well-planned recruitment process...and follow it.
- Coordination of all outsourcing agencies as, canteen, ambulance and transport

HR and Monitoring and Evaluation Manager

Red Cross of Republic of NORTH MACEDONIA | 2019 - 2020

- Analyzing job duties, writing job description and development of Rulebook for systematization of the organizational structure;
- Development of the system for management of human resources, including rule books and standards
- for recruitment, selection of new staff members and performance management; Workforce Planning and Employment, including implementation of the organization's recruiting strategy, interviewing applicants, administering pre-employment tests and assisting with completing background investigations
- Ensure compliance with legal requirements.

HR Manager and trainer

INBOKS Training Centre | 2013-2016

2018 - 2019

- Design and deliver comprehensive training programmes for CSOs and governmental institutions which provide strengthening of the organizational structure
- Consultancy .work for different institutions, companies and organizations HR related issues
- Management of human resources (Process of support and supervision with employees and mentoring sessions, workforce planning and employment, including implementation of the organization's recruiting strategy, interviewing applicants, administering pre-employment tests and assisting with completing background investigations, budgeting staff cost, completing the necessary documentation etc.) Closely collaborate with the finance department to calculate and process all payroll related changes, including but not limited to: transfers, terminations, promotions, and changes in pay

National CP Officer in Emergency

UNICEF CO FYROM | 2016 - 2018

- Represent UNICEF Child Protection in humanitarian -related meetings
- Develop, organize and monitor implementation of training programmes and capacity building activities related to emergency preparedness response;
- Support development and implementation of the programme activities aimed at strengthening the system for vulnerable children and adolescents, including alternative care system strengthening.

Get in touch!

Mobile:

+389 78 311-185

Email:

vilarova.n@gmail.com

Address:

Volgogradska 8/4/4 , 1000 Skopje

Academic History

Institute for Sociological, Political and Juridical Research

MA in Community Development | 2021

Business and development; Institutions and development; Psychology of the community; Psychology of the environment; Organizational behavior and development; Methodology of social sciences and statistical methods.

School of Journalism and public relationships

Spec. in Management in Strategic Communications | 2014

Strategic Communications and Leadership
Global Relations and Intercultural Communications

State University Ss. Cyril and Methodius

BA Social work and Social Policy | 2006

Social politics; social development and Social work with individuals

Recruiting Diverse talent as Hiring Manager

PMI Certification Institute® (HRCI®) | 2022

Strategic Human Resources

HR Certification Institute® (HRCI®) | 2022

Talent Management Course

HR Certification Institute® (HRCI®) | 2022

Jonkoping University in Sweden

Certified Trainer | 2007

Course for Management of HR

Skopje Certified HR Manager | 2017

Specializations

- Excellent leadership skill
- People development
- Developed organization and coordination skills
- Responsible for managing of other staff members (more 150 people)
- Management of human and material resources
- Planning and organizing projects, events, conferences and trainings
- Public Speaking
- Effective Communication
- Innovative and creative thinking

Languages Spoken

Mother language Macedonian

Other languages:

English, Serbo- Croatian, Bulgarian, Russian

Job related skills

HE Software and platforms: Smart recruiter, Asana, DocuShare, Trello, Google Platform, Pantheon, Bamboo HR etc.