



Business development professional with education background BBA - Economics, Regional and local business development with vast experience in business development, business and strategic planning, organizational management, quality assurance and quality control.

I'm communicative and adept team player with ability to lead and motivate new professional challenges with can-do approach.

KRISTINA BOMBAS GEORGIEVSKA

Phone:

+389 (0)70 343 990

E-Mail:

kristinabombas@gmail.com

LinkedIn:

<https://www.linkedin.com/in/kristina-bombas-georgievska/>

Skills

- Effective communication
- Empathy
- Analytical thinking
- Strategic planning
- Leadership
- Problem solving approach
- Advanced user of MS Office (Word, Excel, PP, Project, Visio)

Key qualifications

- Business development and strategic planning;
- Project management;
- Quality assurance and quality control;
- Implementation of management standards (ISO 9001, ISO 14001, ISO 45001, EN ISO/IEC 17025, EN ISO/IEC 17065);
- Human resources management;
- Organizational management;
- Technical recruitment – DevSkiller Tech Certified Professional

Experience

Chief Administrative Officer (CAO) – 09/2019 – present
GEING Krebs und Kiefer International, Skopje

- Business planning – Team leader and participant in developing company's annual and five-year plans, strategic goals with detail research, surveys, market and competition analysis, market segmentation, trend(s) projection(s), evaluation of business goals, PESTLE, SWOT, SMART and GAP, employee satisfaction, budgeting, stakeholders mapping and action plan;
- Business development – managing and conducting dedicated sales meetings for company's services to targeted group of clients and customers;
- Customer relation management - communicating and negotiating with key customers from public and private sector.
- Business administration and operations – I developed and conducted business process improvement plans for identifying and forecasting business needs and opportunities, risk and change management achieving improved overall operations, increased effectiveness of the supportive process and employees;
- Human capital management – I develop and conduct company's HR policy regarding organizational and HR changes with focus on objectives for learning and development of employee competencies, with ensuring compliance with the applicable laws and standards resulting with positive evaluation from accredited certification and accreditation bodies.

Laboratory Manager – 05/2013 – 09/2019

GEING Krebs und Kiefer International, Skopje

- Successful managed team 15+ engineers, 15+ technicians and support staff with average of 20+ projects / project activities per month;
- Conducted expanding scope of services and expertise, achieving 400% increased financial realization for a period of 5 years 2013 - 2018 (basic index);
- Developed and implemented short-term and long-term plans for projects, finance, marketing, sales and development of competencies and skills of employees (soft and hard skills, technical requirements), new services;
- Identified and monitored key performance indicators (KPIs) and key finance indicators (KFIs), using measurements for continuous improvement plans with accent on increasing staff competencies.

Languages

Macedonian I. – native speaker

English I. – C1

Serbian I. – C1

Croatian I. – B2

Trainings

- Structured human management resources for better business performance, UNDP;
- LinkedIn Learning:
 - Talent Management
 - HR as a Business Partner
 - Cert Prep: Scrum Master
 - Scrum Advanced
 - Scrum: The Basics
 - Transitioning from Waterfall to Agile Project Management
 - Agile at Work: Reporting with Agile Charts and Boards
- Lead (external) auditor for ISO 9001, ISO 14001, ISO 45001;
- More trainings related to the standards ISO 9001, ISO 14001, ISO 45001, EN ISO/IEC 17025, EN ISO/IEC 17065;
- Tech Certified Professional, DevSkiller

Administration Manager – 10/2010 – 11/2011

GEING Krebs und Kiefer International, Skopje

- Operationally managed the administrative processes and services: Human Resources, ICT, Logistics, Commerce, Marketing and Fleet with a team of 20+ employees;
- Developed procedures and plans for recruitment, training and development of staff, competencies and skills, performance management.

HR and Logistic Manager – 05/2006 – 10/2010

GEING Krebs und Kiefer International, Skopje

- Human resources: Managed the recruitment process, onboarding, extension of employment contracts, databases and human resources information system;
- Logistics: Planned, organized and coordinated the additional human and technical resources for the daily needs of the other departments / sectors; organization of company events;
- Administration: Supervised and conducted improvement plans, created instructions and procedures for handling outgoing and incoming documentation, archive, library fund and other written and electronic form of archival material.

Domestic and International Tender Assistant – 07/2004 – 05/2006

GEING Krebs und Kiefer International, Skopje

- Completed preparation of documents for domestic and international tenders, preparation and forwarding of bids to investors
- Contact customer service, prepare contracts and other necessary documentation for preparation.

Quality Manager – 02/2006 – 12/2020

GEING Krebs und Kiefer International, Skopje

Implementation, maintenance and continuous improvement of the Integrated Management System (ISO 9001, ISO 14001, BS OHSAS 18001 now ISO 45001, EN ISO/IEC 17025 and EN ISO/IEC 17065) including but not limited to

- conducting internal and external audits
- quality assurance
- quality control
- management review
- customer satisfaction
- training and workshops
- identification of potential risks and possibilities for continuous improvement (5WHY, Ishikawa/Fish diagram, FMEA)

Education

Baccalaureate of Economics, Regional and Local Business Development

Integrated Business Faculty, Skopje, RM, 2015