



**Ivana
Ristevska**

DATE OF BIRTH:
28/11/1987

CONTACT

Gender: Female



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ABOUT ME

Master of Business law who never found her way in the courts, but stayed on the judgmental site in a totally different field. Highly motivated Human Resources Professional - Head Hunter, with over three years of experience in recruiting people in an IT company. Creator of the whole HR department from scratch and recruitment cycle self-composer.

WORK EXPERIENCE

13/02/2017 – CURRENT – Skopje, North Macedonia

HR

CAPcargo

- HR department basics - daily conversations with management board, company human capital needs, time management and priorities strategy, long-term strategy for acquisition of the best talents in the IT market, creation of yearly evaluation form - yearly talks and reviews, creation of employment documentation align with domestic legislation.
- Guiding the whole recruitment cycle, end-to end process
- Improvements in social relations and working atmosphere in the office.
- Head Hunting - qualified professionals for all vacancies (ongoing strategy)
- Developed and implemented company policies and codes that supported long-term and short-term goals.
- Creation of the needed documentation for all new hires, and continued to build files in accordance with HR protocol.
- Assisted in maintaining all hard copy files for the HR department.
- Organized and prioritized work to complete assignments in a timely, efficient manner

/ Skopje, North Macedonia

01/07/2020 – 31/12/2020 – Berlin , Germany

Talent Acquisition Partner - Freelance

SalesMaster Network

- Responsible for recruiting candidates located in Germany
- Responsible for whole recruitment cycle / end-to-end process
- Sourcing for new suitable candidates (Account Manager/ Account Executive/ Sales Executive)

01/07/2016 – 31/12/2016

Client Advisor

ProCredit Bank

- Daily banking tasks
- Acquisition new clients

/ Skopje, North Macedonia

01/04/2012 – 01/03/2013

Law Internship

Lawyer office " Oliver Ilievski"

- Responsibilities in the field of law
- Creating contracts, preparing complains and appeals
- Attending on trials in the Macedonian basic and appeal court
- Direct part from the judicial process

/ Bitola, North Macedonia

06/06/2011 – 06/09/2011

Law Internship

Lawyer office " Aleksandar Tancevski -Gjus"

- Creating of contracts, preparing complains and appeals
- Attending on trials in the Macedonian basic and appeal court

/ Bitola, North Macedonia

EDUCATION AND TRAINING

01/11/2015 – 17/07/2016 – Sofia, Bulgaria

International Banking Program

"Young Bankers Program" ProCredit Bank

Skills:

- improvement of communication skills
- research and presentation
- debates on variety of topics - Eco-friendly working environment and social responsible company

Tests:

- Math
- Financial Math
- Accounting

01/04/2013 – 14/09/2016 – Schmalkalden, Germany

Master Studies " Business Law "

"University of applied sciences - Schmalkalden"

- Master Thesis: " *Human Resources Managment impact on the financial sector*"- ProCredit bank case
- International HRM
- International law and contracts
- Intellectual property law
- International taxation and company law

01/10/2009 – 01/03/2011 – Skopje, North Macedonia

Master studies " International Law and international relations"

Ss." Cyril and Methody"Univeristy , Faculty of Law " Justinijanus Primus"

- Master thesis- 2012 year topic " *European regulations of investment funds in European Union*"
- International private and public law
- International political relations
- Human rights, Institutions of EU, Mediator/ Arbiter law

01/10/2006 – 01/05/2009 – Skopje, North Macedonia

Bachelor Law studies

Ss."Cyril and Methody" University, Faculty of Law "Justinijanus Primus"

- Statutory law, sociology of law, history of law
- Political systems, economy (micro and macro), finance law

LANGUAGE SKILLS

MOTHER TONGUE(S): Macedonian

OTHER LANGUAGE(S):

English

Listening
C1

Reading
C1

**Spoken
production**
C1

**Spoken
interaction**
C1

Writing
C1

German

Listening
B2

Reading
B2

**Spoken
production**
B2

**Spoken
interaction**
B2

Writing
B2

DIGITAL SKILLS

Microsoft Office / LinkedIn / Outlook / Social Media/Social Network

ORGANISATIONAL SKILLS

Organisational skills

- Strong interpersonal skills and positive and strong work ethic
- Communication and motivation
- Forward planning and strategic thinking
- Self-motivated, hard-working individual
- Ability to work independently in a fast-paced environment