

*CURRICULUM VITAE*

*Hajrija Kozica*

***Industrial Engineer***

**Date of Birth**:27.01.1995

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**PERSONAL SUMMARY**

##### A bright, talented, ambitious and self-motivated engineer with a strong technical background who possesses self-discipline and the ability to work with the minimum of supervision keen to find a suitable position with a successful and ambitious company. Poses great communication skills, have good leadership skills but also I am excellent in team work jobs. I am able to respond effectively in many different situations. I would say that my greatest strength is my willingness to take responsibility for all the duties within my jurisdiction. Currently looking for a starting position with a company which will challenge my problem solving skills and allow me to continue to develop my knowledge and potential.

**WORK EXPERIENCE**

Teaching Assistant (September 2017- October 2019)

International Balkan University -Faculty of Engineering (Departments of Industrial and Computer engineering)

**Administrative Assistant (**September 2017 - October 2019)

International Balkan University -Faculty of Engineering

**PERSONAL SKILLS**

* Problem solving
* Fluency in English
* Analytical thinking
* Excellent communication skills
* Organized
* Research oriented
* High motivation to learn
* Results oriented and great at multitasking
* Tech-oriented
* Influencing skills
* Enthusiastic
* Flexible
* Self-control
* Ability to maintain composure when exposed to stress and pressure
* Strong work ethic
* Decision-making under pressure
* Strong team collaboration skills
* Adaptability
* Responsiveness
* Quick thinker and able to handle a high volume of daily duties

**AREAS OF EXPERTISE:**

* Data Analysis
* Technical Studies
* Strategic and Production Planning
* Engineering Analysis
* Production Planning
* Lean Manufacturing
* Supply Chain Management
* Just-in-Time (JIT)
* Six Sigma
* Statistical Process Control (SPC)
* Cost Reduction & Avoidance
* Computer Networking and Database Systems

**TECHNICAL SKILLS**

**Programs** : MS Office package(MS Excel, Word, Power, MS Project point etc.) AutoCAD, Minitab and basic knowledge of MathLab,

**Databases:** Good knowledge of SQL

**Programming**: Possess knowledge of programming in C++

**Key skills and competencies**

* Master of science in field of Industrial Engineering
* Detail-oriented in a multi-tasking environment
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* Excellent communication skills in English, both written and verbal at all levels
* Excellent computer skills, working with MS WORD, EXCEL, POWER POINT, OUTLOOK , High user knowledge of all Microsoft operating systems
* Experience in working with databases and therefore have analytical skills
* Excellent problem solver capable of using own initiative, but nevertheless are a team player with a positive mindset
* Resolving complex technical issues and coming up with fast efficient solutions
* Quick learner, flexible and highly adaptable
* Able to multitask and keep the focus
* Attention to detail is highly important.
* Able to ensure timely, safe and cost effective design and implementation during the life cycle of projects from conception till customer satisfaction.
* Able to work on increasing productivity, quality, and profitability through keen data analysis and process design;
* Organize office operations and procedures, producing management reports, newsletters
* Knowledge of the theories, principles, practices, methods and techniques of industrial engineering in more of the areas of manufacturing, productivity, and quality assurance
* Possessing basic knowledge of automatization processes
* Planning and task management skills in a demanding engineering environment
* Managing time and delivery deadlines and able to work to a high degree of detail
* Excellence in process design, plant operations, logistics, cycle time reduction in commercial and industrial plant situations
* System analyses, process review and program implementation in theoretical and client-focused production settings
* Experience in multi-project management, strategic planning, resource allocation and software applications in deadline driven situations

**LANGUAGE PROFIENCY:**

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| Native speaker: Serbian, Bosnian |
| Near native / fluent: English  Highly command in Macedonian |
| Good knowledge of Russian |
| Basic communication skills: Albanian and Turkish |

#### ACADEMIC QUALIFICATIONS

#### International Balkan University 2013-2017

#### Bachelor of science in Industrial Engineering (GPA: 9.45)

#### International Balkan University 2017-2020

Master of science in field of Industrial Engineering (GPA: 9.88)

References – Available on request