**Curriculum Vitae**

**Personal Data **

**Name:** Marina

**Surname:** Stankoska Bozhinovska

**Date of Birth:** 08.10.1982

**Place of Birth:**  Skopje; Macedonia

**Address:** Petar PopArsov No.35-9**, 1000 Skopje; Republic of Macedonia**

**Phone Number (Mobile):** +389 **70 488035**

**Nationality:** Macedonian

**Material Status:** Married

**Email:** [m.stankoska@gmail.com](mailto:m.stankoska@gmail.com)

**Education**

**2006 – 2010, Faculty of Economics, “University Ss. Cyril and Methodius” Skopje, Master of Economic Science in MBA Management, Master Degree in the field in Human Resources Management: Process of Recruitment and Selection;** average: 9.89 (from 10.00)

**2001 - 2005, Faculty of Economics, “University Ss. Cyril and Methodius” Skopje, Bachelor of Science in Management;** average: 8.58

**1997 - 2001, "Vasil Antevski - Dren" High School, Skopje,** Economic department

**Additional Education**

**November 2015 Conference:** Leadership talks, Mike Zafirovski, Ichak Adizes, Lou Naumoski, Sonja Smuc, Skopje, Macedonia

**December 2010, Seminar:** Conference for contemporary profitable management tactics, Colin Turner, Skopje, Macedonia

**August 2009, Seminar:** Communication, negotiation and work ethics, Skopje, Macedonia

**November 2004, Seminar:** Career Days Skopje, Macedonia

**Work Experience**

**April 2011 – Present, Sparkasse Bank Makedonija**, Loan Administration Department, **Retail Loans Administration Senior Associate**

Responsibilities: Checking all loan documentation: credit application, interest, fee, credit analysis, collaterals; preparing loan contracts, disbursement loan amount to client’s transaction account, generating amortization plans and ect.

**November 2010 – March 2011, Mak Invest**, **Finance and Accounting Officer**

Responsibilities: Preparing reports and financial statements, bookkeeping and ect.

**October 2008 – October 2010, Interspace DOOEL**, HR and Finance department, **Human resources specialist**

Responsibilities: Collaborating with manager to compile a consistent list of requirements.

Attracting suitable candidates through networking, databases, online employment forums, social media, etc. Provide full life cycle recruiting. Conducting interviews and sorting through applicants to fill open positions. Administration activities as managing sickness and absence at work and holidays, maternity leave, preparing contracts and ect.

**June 2008 – September 2008, UNI Bank A.D Skopje**, Department of international payment systems, **International payment officer**

Responsibilities: All international payments, SWIFT, 1450, Money Gram and ect.

**Language**

Mother tongue: Macedonian

Other languages: English, Serbian, Croatian,

**Computer skills**

Microsoft Office programmes, (Word, Excel, Power Point), Outlook, Internet Explorer and Project.

**Communication skills**

Excellent verbal and written communication skills both in an office environment and with external stakeholders. Good telephone manner.

**Organisational / managerial skills**

Excellent organizational and prioritization skills

**Driver license:**

B category