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| **Aleksandar** **Gligorov**agligorov.09@gmail.com071/236/384D.H.Dimov no.107/12  |  | | --- | | **Personal SKILS** Attention to detail  Flexible  High energy levels  Multitasking | | |  | | --- | | **EXPERIENCE**general and legal advisor/SUGS High schoolorce nikolov skopje2020-2021  * Drafting contracts * Preparation of acts for internal organization * Implementation of public procurement procedures * HRMIS platform  LAWYER/LAW FIRM GLIGOROV2016 – 2020  * Establishing what needs to be done to solve a client’s legal problems * Reviewing legal documents to ensure they are in proper format and contain all   the necessary paperwork for court acceptance   * Compilation of contracts * Negotiating * Providing clients with legal advice and support on a wide range of legal issues * Representing clients in both criminal and civil trials * Shaping the expectations of the client for what can be realistically achieve * Continuous monitoring of the national legislation  legal associate/LAW FIRM GLIGOROV & Vicentic– 2016  * Organizing meetings * Helping to prepare legal documents * Get acquainted with clients, develop and maintain links with them * Preparing invoices and collection * Attendance at court hearings  **EDUCATION**LL.M. – Master degree – criminal law/2014St. “Cyril and Methodius” – University of Law Skopje **LL.B. – Bachelor of Law/2011**  University od Law “FON” Skopje | |  |  |  |