**Gabriela Mojsovska **

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**Phone: 00389 70 250 290**

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**OBJECTIVE**

**-Administrative Assistant with over 10 years of experience providing throught and skillful support.**

**-Experience in organizing and managing a working unit in a company with very fast growin, in the field of human resources.**

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**EXPERIENCE**

**Administrative Assitant**

**Icemak DPTU -** administration

Skopje - hr support

February-2020 – Still - financial support

-CEO assistant

**Office Manager**

**Flako Dooel -**taking care of needs in the office,equipment and

Skopje employees;

February-2019 – Octomber 2019 -responsible for the working environment

-making office rules and make sure of there follow

-evidence of employee working time

**Senior human recource assistant,Manager human recources**

**Security Group Services Dooel -**Recruited and organized new aplicants in HR database

Skopje -Scheduled interview and directed applicants to interview

March-2011 – July-2018 meetings;

**-**Composing and providing law,hr administration

-Organization for trainings,health examinations

-Preparing salary

**Administration,partly finance -**Composed and provide administration documents,contact

**DTU Kopir Service Dooel** with clients,internal administration procedure

Skopje

February-2008 – September-2009

**Kasier and financial assistant** -cashier and part of finances

**E-trade**

Skopje

January-2004 – July-2017

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**EDUCATION**

**Secondery Shool of Economics**

**SUGS Arseni Jovskov – Skopje**

Skopje

2003-2007

**Bachelor of Economics**  Marketing Managment

**Europian University**

Skopje

2015-2019

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**SKILLS**

With long time of office and administrative work experience, have acquired practical, innovative and organizational skills,also team oriented, persistent and committed to the assigned tasks and work responsibilities, want to progress and upgrade with working karier.Flexible, always ready and open for help, advice and learning. Responsible, precisely and creative person, accepting challenges, work quickly and accurately, have a professional ethic.

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**LANGUAGES**

**English Serbian Bulgarian**

Good talking,reading,writing good talking,reading,writing good talking,understanding

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**CERTIFICATION & COURSES**

**Kapital Academy**

Certificate of Training “Practical application of the law labor relations”

**Private shool for foreign languages - Wien**

Certificate English Intensive Course – Network III

**Private shool for foreign languages “Koco Racin”- Skopje**

Certificate English Intensive Course – Network IV

**CreativeHub Academy**

Certificate for Human Resources Management

February-2020 – July-2020