##### Professional Experience

**THE BIG SEARCH February 2022 – Current**

**Research Associate**

**CENTRAL ASIA METALS – MINE SASA (Mak. Kamenica, Macedonia) November 2021 – Current**

**HR Consultant – Mine SASA (February 2022 – Current)**

* End to End Recruitment

**Human Resources Recruiting Specialist - Mine Sasa** (**November 2021 – January 2022)**

Responsibilities:

* Designing and implementing the overall recruiting strategy, by fulfilling recruiting requirements according to organization yearly plans and objectives
* Sourcing and attracting candidates by using databases, social media, fairs etc.
* Review advertising documentation and submit corresponding recommendations
* Arrange recruitment events
* Conducting interviews and filtering candidates for open positions
* Determine candidate’s qualifications together with Hiring manager by interviewing candidates, analyzing responses, verifying references, comparing qualifications to job requirements
* Develop and update job descriptions and job specifications
* Cooperate in defining job requirements, together with the department in question
* Handle all administrative documentation related to the recruitment process
* Provide analytical and well documented recruiting reports to the rest of the team

**GENASHTIM INNOVATION LEARNING (Singapore – Part Time Remote) May 2016 – July 2022**

**HR Specialist for Recruitment Support, Global (May 2016 – July 2022)**

Responsibilities:

* Researching
* Updating and maintaining records
* Data entry
* Report generating
* Resume formatting
* Other responsibilities related to recruitment support
* End to end recruitment

**Team Lead – Recruitment Support, Global (February 2020 – May 2021)**

Responsibilities:

* Business Development tasks and onboarding a new client (Recruitment company specialized in C-Level staffing and recruitment)
* Maintain regular meetings with the client related to Recruitment Support
* Covering regular shift of Recruitment Support tasks
* Managing team of Recruitment Support Specialists based worldwide
* Training and onboarding new Recruitment Support Specialists
* Software used: Invenias by Bullhorn, Slack, Outlook, Google spreadsheets.
* Other tasks related to Recruitment Support.

**PAYEVER (Germany – Remote – Contract) August 2021 – March 2022**

**Brand Ambassador (Contract)**

Responsibilities:

* Advertising the company on LinkedIn
* Connecting with potential leads
* Connecting leads with our Business Development and HR Team

**WHITE LIGHT DIGITAL MARKETING (Australia – Remote – Part Time) May 2021 – July 2021**

**HR Specialist (Contract)**

Responsibilities:

* Creating Job Ads
* Attracting Talents, Sourcing and Job posting through different platforms
* Interviewing candidates
* Providing with reports and feedback
* Creating documents related to policies and procedures.
* Organization, optimization, and automation of recruiting workflow for the internal and external positions.
* Initiate the onboarding process for new hires.
* Other HR-related tasks

**DB SCHENKER – MACEDONIA October 2018 – February 2019**

**Customs Clearance Broker**

Responsibilities:

* Prepare and processing with Customs Declaration for export, import, and local customs procedures using KASPER, NCTS, ASYCUDA, and active communication with Customs Administration authorities related to customs procedures.

**ICARUSTEL (Canada, Burnaby - Remote) September 2015 – April 2016**

**Sales Representative Outbound / Customer Service Agent**

Responsibilities:

* Promoting long distance calls services via phone/e-mail to Canadian and US Market in Macedonia, Serbian and Croatian language.
* Open accounts to our new customers in CRM
* Customer care to our customers
* Other administrative service during the work.

**DOO KSENOS (Demir Hisar, Macedonia) April 2014 – May 2015**

**Export – Import | Customs and transport coordinator | HR Manager**

Responsibilities:

* Documentation preparation required for export/import
* Arranging transport companies to carry out international transport (fright road CMR – Europe, shipping Konosman – Asia and Australia and air fright AWB for Europe. )
* Foreign partners contacting
* Order processing of foreign partners
* Coordination with customs forwarding and Customs Administration authorities
* Export operation insurance with competent institution
* Payment recording from abroad by using foreign exchange derivate
* Invoicing of domestic and foreign markets with attention to respecting the principles of VAT.
* Keeping adequate records of payment of invoices
* Keeping records of the documentation and its processing to the appropriate department
* Keeping the material operations
* Following raw material in stocks
* Procurement of goods (raw material, materials and finished products)
* Computer processing of all financial transaction in the accounting system (Fin.)
* Human resources management ( preparing and advertisement, conducting interview, preparing M1 processing and its application to the Employment Agency of Republic of Macedonia, compiling M2 log out and implement to Employment Agency of Republic of Macedonia, employment contact, compilation solutions to log out of workers on different grounds, staff training and care of employees, managing electronic records managements system for the presence of employees and making salary of employees – Net, PIO, health cost, supplementary health insurance and personal income tax and their MPIN recording system, communication with Ministry of Finance for making a salary declaration, filling the yearly tax documentation, using the system of Health insurance fund of Macedonia for registration or deregistration of insured members )
* Vehicles fleet registration (coordination with person from Auto Moto Company, MOI, car insurance companies, processing payments in banks)
* HACCP management system (execution control facilities, premises and completing checklists, compiling transcripts of the controls, coordination of staff in implementation of HACCP system, goods inspection in Center for Public Health under Annual Plan for sampling, communication with the Supervisor of Food and Veterinary inspection.)
* Banking transaction involving and using e-banking system.

**CUSTOMS ADMINISTRATION REPUBLIC OF MACEDONIA July 2012 – September 2013**

**(Customs House Bitola-customs Office Kafasan passenger turnover/ Bitola commodity turnover)**

**Customs Officer / Senior Customs Officer**

Responsibilities:

* Passenger psychology analyse
* Passenger and vehicles selection for part or detail control
* Passenger/ vehicles and baggage customs control
* Computer evident ion for done customs control
* Compiling note for temporary or complete seizure of goods.
* Compiling a report of customs offense
* Using a system of electronic communication system between Customs Administration of Republic of Macedonia and other legal entities in Republic of Macedonia and the foreigner Customs Administration of Republic of Macedonia
* Processing transit customs declaration T1 using MAKCIS system
* Using ATA carnet for temporary import of goods
* Using and processing TIR carnet
* Using means of control and inspection of goods, passengers and vehicles crossing the border (booster, fiberscope, radio pagers etc. )
* Using software: MAKCIS, EDMS, SIM, BORDER, Internet, MC Office ( Word, Excel, Outlook )
* Psychological analyses of the person involved in fright transport
* Selection of vehicles for detailed or partial control
* Performance of customs control or fright motor vehicles and goods
* Computer recording the customs control
* Processing of import/export / transit / and economic impacts procedures customs declaration in MAKCIS System.

##### Additional Experience

* Invedyn (Columbus, OH – Remote) – Language Consultant with Macedonian, Serbian, Croatian and Bosnian language
* Appen (Sydney, NSW – Remote) – Language Tester with Macedonian language
* Usertribe (Copenhagen, Denmark – Remote) – Software tester for Maersk Line Customers

##### Education

* MA in Security, FON University, Skopje, 2014 – 2016
* BA in Customs and Freight Forwarding, St. Kliment Ohridski Bitola – FTU Ohrid, 2010 – 2014

##### Professional Development

* Essential of Marketing strategy (trial course provided by ECornell University)
* ESSENTIAL SKILLS FOR YOUR CAREER DEVELOPMENT - UNIVERSITY OF LEEDS AND INSTITUTE OF CODING
* Communication skills – Udemy
* Know How to... in a Crisis Programme - European Bank for Reconstruction and Development
* English language
* MC Office
* Certificate for HACCP leader
* Possession of a certificate of carrying out training in the field of safety and health for the job position administrative worker
* Speaking and negotiable training
* Long Distance calls in USA / Canada
* CRM Training in Invenias by Bullhorn (Recruitment Support Specialist )

##### Computer Skills

* MC Office (Word, Excel, Power Point, Outlook)
* Invenias by Bullhorn and VEN X
* Health Insurance Foundation Software
* MPIN System
* E-tax System
* E-Banking
* ASYCUDA
* KASPER
* DELFIN
* EDMS
* Exim
* Cargo
* Internet

##### Languages

* Macedonian, English and Serbo-Croatian (Fluent)
* Albanian and German (Basic)

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