|  |  |
| --- | --- |
| Aleksandra Risteska.jpg | ALEKSANDRA LEKOVIKJ |
|  | |
|  | St. 1, Nb. 132, Dolno Lisice, Skopje |
| 072/227-773 |
| a.risteska@hotmail.com |
| Sex female | Date of birth 09.11.1993 | Citizenship Р. Македонија |

|  |  |
| --- | --- |
| Работно искуство |  |

|  |  |
| --- | --- |
| DATE  Date | 04.04.2018 – in progress  Sistina Nefroplus   * Human resources * Preparation of contracts for annual leave * Registration / deregistration of workers * Keeping records of employees * Conducting an employment procedure   01.02.2016 - 31.12.2017 |
| Employment Agency of the Republic of Macedonia - Employment Center of the City of Skopje; http://www.avrm.gov.mk/  - Employment Support Unit - employment mediation with employers and job seekers; Methods and services provided: Interview; Planning the job search process; Workshops; Lectures; Trainings.  - Department for Legal and Administrative Affairs - application of the Law on General Administrative Procedure, the Law on Labor Relations and the Law on Insurance in Case of Unemployment.  - Department for counter services check-in and check-out. |
|  |
|  |

|  |  |
| --- | --- |
| Education |  |

|  |  |
| --- | --- |
| DATE    DATE  Date | 2017 - 2020 Master studies in Corporate Law  Faculty of Law "Iustinianus Primus" - Skopje at Ss. Cyril and Methodius  2012 - 2017 Graduated in law  Faculty of Law "Iustinianus Primus" - Skopje at Ss. Cyril and Methodius  2008 - 2012 Legal Technician  SEPUGS "Vasil Antevski - Dren" - Skopje |
|  | |

|  |  |
| --- | --- |
| Personal skills |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mother language | Macedonian | | | | |
|  | English | | | | |
| Other languages | UNDERSTANDING | | Spraking | | WRITING |
|
|  | 5 |  | 5 |  | 5 |
|  | BULATS (Business Language Testing Service) international certificate – level B2 | | | | |

|  |  |
| --- | --- |
| Organization skills | My personality is characterized by determination and perseverance. I know how to take personal initiative and find new approaches and creative solutions to problems. I am able to inspire positive thoughts and behaviors in other people. I know how to contribute to creating constructive energy and enthusiasm when working in a group. I am able to productively overcome communication barriers and contribute to the constructive resolution of conflict situations. |

|  |
| --- |
| Digital skills |
|
|
| |  |  |  | | --- | --- | --- | | Social skills and abilities |  | Мојата личност ја карактеризираат одлучност и упорност. Умеам да  превземам лична иницијатива и да изнаоѓам нови пристапи и креативни  решенија на проблемите. Способна сум да инспирирам позитивни мисли и однесувања кај другите луѓе. Знам како да допринесам за создавање на  конструктивна енергија и ентузијазам при работа во група. Способна сум за продуктивно надминување на комуникациските бариери и да допринесам за конструктивно решавање на конфликтни ситуации. | |

Excellent knowledge of Office (Microsoft Word, Microsoft Excel, Microsoft PowerPoint)

A team player with excellent communication and interpersonal skills, able to work in heterogeneous groups, flexible and adaptable, but also innovative, creative and determined. I can accept the views of others and because of that I am able to balance the differences and cooperate.