

CURRICULUM VITAE

1. Family name: Ivanovska
2. First name: Smiljana
3. Date of birth: 30.11.1978
4. Nationality: Macedonian
5. Civil Status: Single
6. Phone number: +389 70 688 020
7. Education (most recent first):

Institution	Degree(s) or Diploma(s) obtained:
University St. Cyril and Methodius Skopje, (2012-ongoing)	Faculty of Philology
Gymnasium Zef Ljus Marku – Skopje (1993-1997)	High school degree

8. Language Skills: Indicate competence on a scale of 1 to 5 (1 excellent - 5 basic)

Language	Reading	Speaking	Writing
Macedonian	1	1	1
Serbo-Croatian	1	1	1
English	1	1	1
German	5	5	5

9. **Other skills:** Through my professional experience I have developed excellent organizational and communication skills, analytical skills, advanced computer skills, problem solving approach and skills for coordination and administration of people, projects and budgets, ability to establish and maintain good working relations with people of different ethnic and cultural backgrounds, and work as part of the team.
10. **Present position: Finance and administration, Bransys Skopje**
11. **Years within the firm:** 15 January 2019 – by date;
12. **Key qualifications/skills:**
 - **Secondary Education,**
 - **More than 9 years of experience in financial management, accounting, procurement and logistics and office administration;**
 - **Excelent knowledge of following finance management systems: Quipu Bankware - Bank application, Quick books, Luca – accounting software, Pantheon – accounting software, Helix – accounting software, Point – accounting software, CRM, Asana;**
 - **Excellent knowledge of finance management systems used by national Banks, private companies and civil society organizations with additional experience in managment of IPA/EU budget formats;**
 - **Excellent knowledge of procurement and logistics operations, principles and methods.**
 - **Excellent knowledge of finance and accounting concepts, principles, regulations, and policies;**
 - **Excelent ability to evaluate financial data, derive relevant findings and present them in a meaningful manner.**
 - **Experience in office administration;**
 - **Ability to manage day-to-day office activities including but not limited to travel management, facilities and asset management, policy and procedures maintenance to meet operational needs;**
 - **Excellent liaison, planning, scheduling and monitoring and evaluation skills;**
 - **Proficiency in Macedonian, English and Serbo-Croatian languages;**
 - **Excellent computer literacy (MS Office; Windows, Internet; Gimp);**
 - **Capacity to work in multiple, widely scattered work sites;**
 - **Dynamic self-starter, a good team player, with an ability to work both independently and with others**

Date from - Date to	Location	Company and contact	Position	Description
15/1/2019 – ongoing	Skopje	Bransys DOOEL , Skopje office	Finance and administration	Finance and administration position responsible for: <ul style="list-style-type: none"> • Daily accounting activities in Pantheon • Daily accounting activities in QuickBooks, invoices, matching, reports; • Preparation of reports; Reporting; • Preparation of procedures, manuals; • Archiving documents; • Preparation of contracts, annexes, agreements; • Reports on daily presence of the employees; • Allocation; Reconciliation of accounts;
01/10/2017 – 31.05.2019	Skopje	Dolare LLC , Skopje office Ivana Kocevska , HR Manager +38971357975	Payment Operations Specialist	Payment operations specialist responsible for: <ul style="list-style-type: none"> • Preparation of payment forms – Fed-wire, ACH • Preparation of X9 files – RDC (checks); • Preparation of reports; Reporting; • Preparation of payment procedures, manuals; • Coordinating of daily tasks within the Department; • Allocation; Reconciliation of clients' accounts; • Assisting clients in their daily inquiries
15/02/2017 – 31/03/2018	Skopje	Centre for investigative journalism Scoop Macedonia , Skopje Mr. Xhelal Neziri, President of the board xhelalneziri@qm.ail.com	Admin and Finance Assistant	Admin and Finance Assistant responsible for: <ul style="list-style-type: none"> • Preparation of budget plans, budget status of funds, drafting budget revisions (EU formats with IPA funded project); • Preparation of Interim and final financial reports; • Calculations of business trip expenses, cash payments, cashbox, bank statements evidence, authorisation/preparation of payments • Preparation and implementation of tender procedures; • Evaluation of tender documentation, by procedures and protocols of EU PRAG rules; • Preparation of service contracts; • Logistical and administrative support to project team; • Establishment and management of project financial monitoring system that enabled the projects to have a timely and accurate information about the financial status of the project activities
10/02/2016-24/02/2017 (1 year)	Skopje	KONEKT Skopje Ms. Nikica Kusinikova, Executive manager nikicak@konekt.org.mk	Finance and administration associate	Finance and Administration Assistant responsible for: <ul style="list-style-type: none"> • Preparation of budget plans, budget status of funds, drafting budget revisions (EU formats with IPA funded project); • Preparation of Interim and final financial reports; • Calculations of business trip expenses, cash payments, cashbox, bank statements evidence, authorisation/preparation of payments; • Organization of project events, workshops, trainings, conferences. • Preparation and implementation of tender procedures; • Evaluation of tender documentation, by procedures and protocols of EU PRAG rules; • Preparation of service contracts; • Logistical and administrative support to project team; • Establishment and management of project financial monitoring system that enabled the projects to have a timely and accurate information about the financial status of the project activities

19.11.2014-18.11.2015 (1 year)	Skopje	FORTON Skopje Mr. Slave Shumanski, Team Leader, slave.shumanski@gmail.com	Consultant	Consultant responsible for: <ul style="list-style-type: none"> Analysing investment plans and preparation of feasibility studies, Preparation and research of Cadastre data, Excel financial calculations and allocation of expenses, Data research of all types of statistics, Analytics; Meetings and negotiation, Presentation of the study, Preparation of Contracts for cooperation, Conducting trainings for the new employees
01.09.2012-01.07.2013 (11 months)	Skopje	Telebroker GmbH Ms.Elena Gjorculeska, Manager elenagjorculeska@gmail.com	Finance manager and consultant	Finance manager and consultant responsible for: <ul style="list-style-type: none"> Cashbox payments of material and business trip expenses, Daily and monthly allocation of all costs, Calculation of salaries of the employees; Preparation of salaries, Preparation of cash-flow, business plan Evidence of bank reports, payments, statistics; Assistance, day-to-day support and consultancy of the company activities
01.09.2012-01.05.2013 (overlapping with months in Telebroker due to parallel work engagement)	Skopje	Hauzmajstor Plus - Licensed manager of residential and commercial space Mr. Ivan Kostovski - chief ivankostovski@gmail.com	Accountant	Accountant responsible for: <ul style="list-style-type: none"> Accounting in Pantheon finance management system; Cashbox payments of material and business trip expenses, Daily and monthly reports for the type of payments, Allocation of all costs, Evidence of bank reports, Evidence of payments, Research and statistics.
10/01/2011 – 30/06/2012 (1 year and 5 months)	Skopje	SEAVUS DOOEL – Information and software technology Mr. Davor Pasoski - Manager	Office manager	Office manager responsible for: <ul style="list-style-type: none"> Cashbox accounting in Luca software, Cashbox payments evidence, Evidence of material and business trip expenses, Daily and monthly reports for all type of payments, Allocation of all costs Library administrator, Archive administrator

20/08/2005-20/12/2010 (5 years and 4 months)	Skopje	Procredit Bank Skopje Banking Ms. Ana Okleska a.okleska@procreditbank.com.mk	Payments department backofficer	Backofficer in the Payments department of the Procredit Bank in Skopje, responsible for: <ul style="list-style-type: none"> • Domestic and international payments, • Processing PP50 and PP30 payment orders in Quipu bank ware software, • Checking/evidence of transactions, • Checking/evidence of statements, • Centralized back-office for the whole transactions in the Bank, • Processing 1450 orders, • Charging provisions for the accounts, • Procurements for the department, • Organization of the KIBS and MIPS payment processing, depending of the amount of the orders and the KIBS or MIPS ending times
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Other relevant information:

- Winner of the Award " **Best Worker of the Year 2007**" – person with the most transactions registered in Procredit Bank Macedonia.

Trainings:

- ACFCS training (anti money laundering) – March 2018 – April 2018 – obtained 4 certificates.
- Financial management and accounting on EU projects - M6 – educational center/ Seminar organization – Tacso, 2016
- Technical assistance for IPA projects training – Hotel Porta – Technical assistance for IPA projects/EU funded project, 2016
- Training for successful collecting sources and donations from business sector and other local sources (2 modules) – Hotel Porta/ Hotel Filip – Konekt Skopje, 2016
- AML (Anti money laundering) training – Procredit Bank training center, 2009
- Training for communication with hearing disabilities – Hotel Continental, 2009