

 Grljić I 36, Danilovgrad 81410, Montenegro

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Date of birth 11/05/1993 | Nationality Montenegrin

## WORK EXPERIENCE

May 2021 - June 2021

### Assistant to Human Resources Director - HR Assistant

Karisma Hotels Adriatic Montenegro, [Azul Beach Resort Montenegro](#)

- Human Resources Procedures

Oct 2019 - May 2021

### Recruitment Manager

Minuta consulting d.o.o. Niksic, Montenegro, [www.minutadoposla.com](http://www.minutadoposla.com)

- Managing recruitment processes that includes job preparation, job posting, selection and recruitment process
- Follow up on workforce development (reporting and keeping recruitment records)
- Managing CV Database
- Assisting in systematization update, design of documents for all companies
- Follow up on safety at work trainings, legislation in order to assure that Act of Risk assessment is aligned with current organization structure
- Procedure update and adjustments to company needs
- Collect, summarize Recruitment and HR data on weekly, monthly, quarterly level
- Assisting in implementation of Recruitment and HR software
- Assisting in follow up/supervision of Recruitment and HR Payroll Budget
- Identification of training needs of employees and candidates
- Research on training providers
- Creating/ implementing trainings and assisting in trainings logistics especially in Recruitment and Administration
- Reporting on training records, statistics
- Monitoring the work of employees and consulting
- Work on the organizational chart, job description and responsibilities
- Complete Office Management of the Company
- Keeping and monitoring employee files
- Evaluation of employees and working conditions in order to ensure compliance with regulations
- Work on the development and implementation of Recruitment and HR procedures and systems, and other tasks.

[Business or sector](#) private start up

Mar 2019 - Aug 2019

### Administrative Manager

Forestino Montenegro d.o.o. Podgorica, Montenegro

- Administrative and Legal work

[Business or sector](#) private ltd.

Jan 2018 – Oct 2018

### Police Inspector intern

Police of Montenegro, Security Center Podgorica, Criminalistics Police Station for the Suppression of Homicides and Domestic Violence, Podgorica, Montenegro, <https://up.gov.me/naslovnja>,

- Police work with assistance of an authorized police officer in accordance with the needs of the 4 departments of the Criminalistics Police Station for the Suppression of Homicides and Domestic Violence. Duties included, but not limited to: interviewing victims, witnesses, suspected criminals, taking statements, writing crime reports, dealing with paperwork, gathering prosecution evidence, fostering good relationships with the public, patrolling areas by foot and car, making and processing arrests, searching suspects, responding to emergencies, offering advice and reassurance to the public, controlling traffic/crowds, keeping the peace/mediating in tense situations, conducting a

search/perquisitions of facilities and suspects at the behest of the prosecutor and the judge, etc.

**Business or sector** public

May 2017- Jan 2018

### Office Manager

Sindikata odbrane i Vojske Crne Gore (Syndicate of defence and Military of Montenegro), Podgorica, Montenegro, <http://www.sovcg.me/>

- Overseeing general office operation.
- Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our members and partners.
- Coordinating appointments and meetings and managing staff calendars and schedules.
- Supervising, mentoring, training, and coaching our office staff and delegating assignments to ensure maximum productivity.
- Coordinating domestic and international travel, including flight, hotel, and car rental reservations.
- Purchasing office supplies and equipment and maintaining proper stock levels.
- Producing reports, composing correspondence, and drafting new contracts.
- Creating presentations and other management-level reports, and other tasks.

**Business or sector** Syndicate organisation

Mar 2016 - May 2017

### Office Manager with HR role

Inter Trejd do.o. Podgorica, Montenegro Administrative work

- Complete Office Management
- Implement recruitment of short and long term personal through collection and verification of candidate documentation; Organize and participate in review of job applications, candidate shortlisting, and interviews; Check professional references and prepare job offers; Maintain personnel records; Training of new staff; and other tasks.

**Business or sector** private ltd.

## EDUCATION AND TRAINING

2019  
2019-Ongoing

### Professional state exam for work in state administration University of Montenegro

Faculty of Philology, Niksic - Italian language and literature

2012 - 2018

### Spec.Sci of Criminalistics and Security

University of Montenegro, Faculty of Law, Podgorica

Department of Criminalistics and Security

Criminology, Criminalistics, Criminal Law, Criminal profiling, International Law, Diplomatic Law and Diplomatic Protection, National Security...

VII1

2018

### Citizens' Training Program for proper use of firearms, organizer POLICE ACADEMY Danilovgrad

## PERSONAL SKILLS

**Mother tongue(s)**

Montenegrin, Serbo-Croatian

**Other language(s)**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Advanced	Advanced	Advanced	Advanced	Advanced
	C1/2				
Italian	Intermediate	Intermediate	Intermediate	Intermediate	Intermediate

B1/2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

- Skills**
- Criminology
  - Victimology
  - Penology
  - Criminalistics
  - Researches
  - Good communication skills gained through my experience as HR and Recruitment and Police Inspector intern
  - Negotiation skills
  - Budgeting
  - Strategic and Business Planning
  - Recruitment Management
  - HR knowledge (salaries and contributions, employment contracts, employee training, development, etc.)
  - Social Media Management,
  - Office and Administration Management
  - Legal knowledge (Labor and Criminal Law)
  - HR and Security Interviews
  - Organization
  - Time Management
  - Leadership and Trainings
  - Computer literacy
  - Basic knowledge of bookkeeping and accounting.

**Driving licence** ▪ B

## ADDITIONAL INFORMATION

- Volunteer experience**
- 2020 - ongoing - *Social Media Manager, FB page managing* for International Criminalistics Association
- 2016 - ongoing - *Volunteer* in the NGO Parents in program to help children from the socially disadvantaged family in *learning-English language and maintenance creative workshops*.
- 2014 - MANS *observer in the 2014 elections* in Podgorica.
- Conferences**
- 2018 - *Participant in an international academic conference* of Faculty of Law "Montenegro Legislation from the perspective of protection children's rights and international standards".
- Exhibitions**
- 2019 - *Exhibition of paintings* at the Podgorica Art Festival (I am passionate amateur painter)
- Memberships**
- 2020 - ongoing - Regular member of the International Criminalistics Association, Zagreb
- 2018 - 2020 - Accession member of the International Criminalistics Association, Zagreb
- Projects**
- 2019 - *Project Coordinator* on theatre play „Slavuj“/ Freelance
- 2018 - ongoing - *Assistant to Forensic Medicine Expert Witness* / Freelance
- 2017 - ongoing - Working on *Independent Criminalistics and Criminology researches* (still unpublished)
- Course and training creator and instructor**
- 2021, Faculty of Law, *How to write CV and motivation letter, and how to prepare for interview*
- 2020 - *How to work as a Virtual Assistant*
- 2020 - *Administration and business correspondence*
- 2019, Faculty of Political Science, *How to write CV and motivation letter, and how to prepare for interview*