


## PERSONAL INFORMATION



### Aleksandra Stojanova

Str."Kosta Novakovikj" 1/3 Skopje

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Sex Female

Date of birth 27/12/1981

Nationality Macedonian

## WORK EXPERIENCE

From 01.11.2018- ongoing

Financial administrator in NET ELEKTRONIKS LLC -  
department:finances,accounting,transport and forwarding

From 01.07.18 – 04.08.18

Administrator in Biotek LLC,Skopje department:transport ,logistics and forwarding

From 09.01.18- 10.04.18

Commercial administrator at Unitrans Balkans LLC- International transport Forwarding, and logistics

From 09.2015-15.12.17

Financial /Commercial administrator at Company for internal and external trade etc.ZORAN and others LLC (CENTRO UNION) Skopje

From 04.2013-08.2014

Financial administrator at Bortas, company performance and building construction, design and import-export LLC, Skopje

For a period of  
19.11.12-15.02.13

Administrator in the Department of Teaching and Student Affairs at Medical Faculty Skopje

For a period of  
23/05/2011 - 22/07/2011

Intern at Sparkasse Bank Skopje in the Business Department, for work within individuals in Branch Center

In period from  
21/03/2011 - 20/03/2011  
02/01/2010 - 28/02/2010  
02/06/2009 - 02/07/2009

Intern at Commercial Bank Skopje , in departmant for Credit lending for population

From March 2007 -May 2008  
From May 2008 -October 2008

Ass.waitress for American Cruse Company –Royal Caribbean International at Brilliance OTC and Mariner OTS  
Novella LLC –manager in an Italian restaurant Tuscan Tavern in Skopje

From 01/08/2006 - 01/11/2006

Reptil Markets – Administrator in internal accounting in a chain of supermarkets ,working in the field of accounting in main office in Skopje

## EDUCATION AND TRAINING

2011- on-going

**Masters studies at Economic Institute -**

**UKIM Department: financial management**

**-the main subjects / areas taught: Economics, Banking, Finance, Accounting Management, Marketing**

2008-2011

**European University at R.M Faculty of Economics ,**

**Department : financial-banking and tax management**

**-the main subjects / areas taught:**

**Banking, Finance, Accounting, Management, Marketing, Securities, Control and Audit**

1996-2000

**Medical high school “ Dr.Pance Karagjozov “ Skopje ,department dental technician**

## PERSONAL SKILLS

Mother tongue

**Macedonian**

Other language(s)

**English \business English**

**Greek**

**Italian**

**Serbian**

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
B2	B2	B2	B2	B2
A2	B1	A1	A1	A2
A2	B1	A2	A1	A1
C2	C2	C2	C2	C1

Communication skills

**Reliable, Honest, Ambitious, Flexible,  
Communicative Ready for taking initiative,  
Open to working in a multinational environment,  
Easily adaptable to the working conditions and also ready for new challenges.**

Computer skills

**Good command of Microsoft Office™ tools**

- \* Advanced MS Word 2007
- \* Advanced MS Excel 2007
- \* MS Office Access 2007
- \* MS Project 2007
- \* Power Point
- \* Internet

Driving licence

- Driving licence category:
- B active driver

Projects  
Seminars

- Participation in training **Practical bookkeeping** in the Learning Center staff for business- services department for practical training of accountants in Konto Profit Skopje from **19.03.2013** till **18.06.2013**
  
- Participation in training “**Stock Exchange, Brokerage operating and Investment funds**” supported by The European Law Student’s Association collaboration with NLB Tutunska Banka Skopje on **16.10.2010**
  
- Participation in training on “**Communication skills and preparation for job interview**” held by Moja Kariera and sponsored by USAID organization in Skopje on 02.06.2010.
  
- Participation in training for “**Basic communication, negotiation skills and Work Ethics**” held by Moja Kariera, sponsored by USAID in Skopje at **17.10.2009**
  
- Participation in training for “**CV preparation, motivation letter and interviewing**” held by Moja Kariera and sponsored by USAID organization in Skopje on **14.10 .2009**.
  
- Participation in the Project “**The Project Self-employment in Own Business**” “organized and sponsored by EU –funded project, enable by the European Agency for Reconstruction in a period from 17.01.2005 to 11.02.2005.