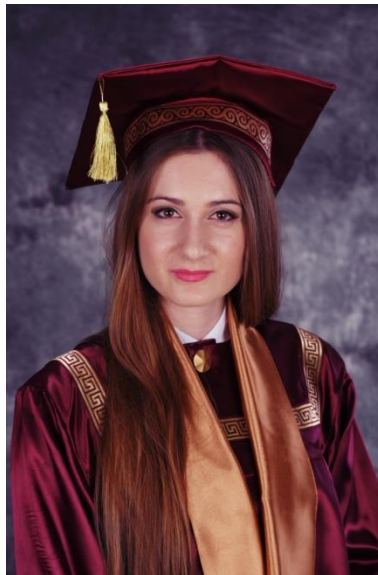


Personal Information

Elena Sekirska



📍 Municipality Mogila

☎ 075 729 135

✉ ele.bt@live.com

Gender Female | date of birth 30/06/1992 | nationality Macedonian

The position I am applying for Video Content Approval Specialist

WORK EXPERIENCE

From July 2019 to June 2020 Sales Assistant in the pharmacy "ZEGIN PHARM" (receiving goods, controlling the delivered goods, arranging and displaying products for sale, setting prices, following deadlines, selling cosmetics and healthy food products, preparation and arrangement of documentation)

January - February - March 2019 - Intern at the Public Defender's Office

May - June 2018 - Intern at the Civil registry office in the Basic Court Bitola

Education , certifications
and trainings

2016 **LAWYER 180 ECTS**

International Slavic University (ISU) „Gavril Romanovich Derzhavin“ - The Faculty of Law

Certificate for completion of a project for Protection of Human Rights

Certificate for participation in the training for Preparation for employment and for work and Learning through work

Certificate for Accounting Officer (professionally trained for independent performance of work and work assignments for Accounting Officer - 4 months training)

2007 – 2011 High school education "Taki Daskalo" Bitola

PERSONAL SKILLS

Mother tongue Macedonian

Foreign language

English Professional Working Proficiency

Communication skills

- Organizing presentations and public speaking
- Negotiations skills

Organizational skills

- Coordination skills
- Problem solving

Work-related skills and knowledge

- Owning moral values
- Tolerant and flexible to handle any situation
- Dedicated
- Loyal
- Responsible, diligent and punctual

Computer skills Excellent knowledge of MS office suite (word processing, spreadsheets, presentations, e-mail)

Active use of the Internet

Driver's license B category