

**Date and place of birth-**

28 August 1970, Skopje

**Nationality-**

Macedonian/citizen of RNM

**INFORMATION****PHONE:**

00389-71-352-312

**ADDRESS:**

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# CV

## ELIZABETA KAREVSKA

**FORMAL EDUCATION**

**Level:** Secondary Education

**Professional title:** Economic Technician

**School:** High School of Economics / Macedonia / 1989

**NON-FORMAL EDUCATION**

Programming course in D`BASE III PLUS

**Computer skills:**

Word: excellent

Excel: excellent

Power Point: basic

E-mail: excellent

**Languages:**

Mother tongue: Macedonian

Foreign languages: English

**BEHAVIORAL COMPETENCIES****Technical:**

Work-focused

Organizational skills

Time management

**Personal:**

Agility

Ethics

Teamwork

**WORK EXPERIENCE**

**Current status:** Unemployed

**Work position:** Authorized Accountant

**Work responsibilities:** Entire keeping of the accounting, preparing issued invoices, receipt of entry invoices, keeping their records and payment. Preparing documents for adjustment of claims and liabilities. Receiving entry invoices from foreign suppliers, their records, carrying out procedure for payment in foreign currency. Keeping the entire filing of documentation for concluded business contracts. Calculation and payment of personal income tax and complete keeping of cashier operations. Experience in working with inspection and auditing. Experience in working as an assistant, participation in training of personnel in the field of finances. Professional communication with institutions, banks, insurance companies, lawyer's offices and accounting agencies.

## CAREER

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**Work position:** Deputy Manager of Finances  
**Company:** AAM Financial Consulting | 2013 – 2020

**Work position:** Specialist in Accounting /Accountant  
**Company:** Adria AIR | 2007 – 2013

**Work position:** Operating Manager / Manager  
**Company:** Medika Trade DOOEL Skopje | 2003 – 2007

**Work position:** Head Accountant  
**Company:** Osteo-pro DOO Skopje | 2001 – 2003

**Work position:** Specialist in Accounting /Accountant  
**Company:** Team DOO Skopje | 1997 – 2001

**Work position:** Specialist in Accounting /Accountant  
**Company:** Kim-consulting | 1993 - 1997

## RECOMMENDATIONS

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**Contact person:** Ljupcho Karevski  
**Position:** Owner, Company name: Osteo-pro DOO Skopje

**Contact person:** Zoran Malinovski  
**Position:** Manager , Company name: Adria AIR Skopje

**Contact person:** Liljana Kimova  
**Position:** Owner, Company name: Kim-consulting DOO Skopje