PERSONAL INFORMATION

Natasha Andonova

📍 Borka Taleski 29, 1000 Skopje (North Macedonia)

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Sex Female

WORK EXPERIENCE

06/2018–09/2018	**Marketing assistant**

Zepter, Shtip (North Macedonia)

Social Media Marketing

Organizing materials for the company events

Organizing live presentations for a group of potential clients

08/2019–10/2019	**Clinic hygienist**

LMU Klinikum Grosshadern, Munchen (Germany)

Keeping the operation rooms clean

02/2020-09/2020	**Insurance Sales Representative**

SN Insurance Broker, Bitola (North,Macedonia)

Lead Generation

Sales

09/2020-Present	**Administrator**

SN Insurance Broker, Bitola (North Macedonia)

Receiving accord forms, insurance quote development, uploading the documents, policy issuance, invoice data entry, maintaining record payment details, policy renewal services,

Contacting clients to collect overdue debt.

Keeping records and analyzes.

EDUCATION AND TRAINING

2013–2017	**Economics**

SOU ,,Jane Sandanski", Strumica (North Macedonia)

2017–Present	**Economics and business administration (E-Business)**

University ,,St. Kiril i Metodij", Skopje (North Macedonia)

PERSONAL SKILLS

Mother tongue(s)   Macedonian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C2
German	B1	B1	B1	B1	B1
Serbian	C2	C2	C1	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient   user
Common European Framework of Reference for Languages

Communication skills

Good speaking skills

Great listening skills

Excellent presentation skills

Advanced negotiation skills

Communicating via electronic media

Openness & Friendliness

Confidence & Honesty

Ability to accept Feedback with Grace An Open Mind, Respect & Empathy

Organisational / managerial skills

Time management

Dedication

Attention to details

Self-managment

Initiative

Coordination

Business etiquette

Self-motivation

Team work

Scheduling

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Basic user	Basic user

Digital skills - Self-assessment grid