

Curriculum Vitae

PERSONAL INFORMATION

Zhive Bojchevski



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Sex Male | Date of birth 16/02/1989 | Nationality Macedonian

WORK EXPERIENCE

July 2023 – ongoing

Manager for Corporate Clients – Bitola Branch

UNI Bank AD Skopje

- Contacts and direct meetings with existing and new potential corporate clients of the Bank;
- Complete credit analysis of corporate entities;
- Presentation and sale of all products and services of the Bank;
- Identifying opportunities for cross an up-sale among existing customers of the Bank;
- Giving advice on working with legal entities to employees;
- Analysis of the banking sector in the region and development of ideas to improve all the products and services.

Private sector

August 2021 – June 2023

Head of Resen Branch

UNI Bank AD Skopje

- Organization, coordination, management, control and giving initiatives to improve the overall operation of the branch;
- Responsible for generating credit demand and maintaining the current credit portfolio and successful distribution of all banking products;
- Active participation in customer acquisition and making quality credit decisions;
- Representation of the branch in a positive and professional manner at the local level and responsible for the local image of the Bank;
- Responsible for meeting the business goals and financial results of the operation of the branch office

Private sector

April 2020 – July 2021

General Manager

September 2018 – July 2021

Accountant, Sales manager, Administrator

DEALTASK FRESH DOOEL Resen

- Appropriate accounting according to the regulations of the financial documentation;
- Control of the entire ULO storage system;
- Responsible for implementing and running of HACCP and ISO 9001:2015;
- Preparation of plan and analysis of work, reports and documentation;
- In charge of running the overall material accounting;
- In charge of collection and payment of claims and liabilities;
- Complete preparation of export and import documentation;
- Communication and dealing with foreign and domestic customers;
- Communication and procurement with foreign and domestic suppliers;
- Preparation of salary for employees and MPIN application;
- Keeping a database of employees – human resources;
- Overall archival work.

Private sector

Curriculum Vitae
 May 2020 – July 2021 General Manager
 March 2016 – July 2021 Accountant, Sales manager, Administrator
 DEALTASK PTY LTD Australia – Branch Resen

- Appropriate accounting according to the regulations of the financial documentation;
- Preparation of plan and analysis of work, reports and documentation;
- In charge of running the overall material accounting;
- In charge of collection and payment of claims and liabilities;
- Complete preparation of export and import documentation;
- Communication and dealing with foreign and domestic customers;
- Communication and procurement with foreign and domestic suppliers;
- Preparation of salary for employees and MPIN application;
- Keeping a database of employees – human resources;
- Overall archival work.

Private sector

- July 2013 – August 2017 Chairman of the Board
 JKP Proleter – Resen
- Coordination and convening of the Board;
 - Developing and making decisions and solutions;
 - Adoption of the financial statements;
 - Preparation and adoption of programs and acts;
 - Proposing and adopting strategies and plans.

Public sector

- February 2013 – March 2017 Judge jury
 Court Resen
- Active participation in court hearings;
 - Acquisition of practical knowledge in the law;
 - Making decisions in court hearings.

Public sector

EDUCATION AND TRAINING

- August 2021 – ongoing Chartered accountant – License No.0110164
- October 2008 – June 2012 Bachelor of economics in accounting, finance and auditing
 Faculty of Economics – Prilep
- Principal subjects: financial accounting, tax and banking accounting, financial management, accounting management, banking management, auditing and international accounting standards.
 - Skills: Financial implementation, entrepreneurship and marketing skills, business planning.

PERSONAL SKILLS

Native language Macedonian

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Verbal production	
English	C1	C1	B2	B2	B2

Curriculum Vitae

Communication skills

- Excellent communication skills
- Fostering good interpersonal relations
- Establishing a business relationship with customers
- Highly developed presentation skills

Organisational / managerial skills

- Leadership
- Skills for strategic planning and business finance
- Organizational skills in coordinating problem solving strategies and decision-making under pressure
- Managing skills in making plans, programs and solutions
- Organizational and analytic capability

Job-related skills

- Excellent governance of business finance
- Orientation to customers and building a great relationship with them
- Knowledge of legislation and regulations for work
- Ability to work in team and work under pressure
- Organizing and accountability
- Initiative, exceptional thoroughness of detail
- Enthusiasm and full commitment to the work
- Flexibility for field work

Computer skills

- Excellent command of Microsoft Office tools

Driving licence

- Category B