

# Dijana Popovska



## Contact

---

**E-mail:**

[dijana206@yahoo.com](mailto:dijana206@yahoo.com)

**Phone:**

+389 75 226 402

**Address:**

Bitola, North Macedonia  
Prevalec no. 15

A motivated, adaptable and responsible person seeking a position in an IT position. Proven ability to establish and maintain excellent communication with clients. Dedicated to identifying customer needs. Bilingual, hardworking and ready to join my next team.

## WORK EXPERIENCE

---

### Office Administrator

Kartomel Doel – Bitola 2017 - present

- Constant communication with customers, gathering information about their needs, how they work and how can we optimize their business
- Assisting with all aspects of administrative management, directory maintenance, logistics, equipment and storage
- Managing documents and files
- Assisting in various daily operations

### Sales Manager

T.A. Teottravel – Bitola, (North Macedonia) 2015

- Working with customers, working with big hotels. creating travel offers and other travel promotions, making contracts with other companies,
- Cooperation with clients
- Leading big groups on tours across Europe

### Marketing assistant

Rohteinstein international – Bitola (North Macedonia) 2015-2016

- Build sustainable relationships and engage customers by taking the extra mile
- Identify customers needs, clarify information, research every issue and provide solutions and / or alternatives.

### Mentor on Pedagogical Faculty – Bitola

University St. Kliment Ohridski - Bitola, (North Macedonia), 2007-2008

- Actively involved in multiple researches about
- Actively working with students as a mentor giving guidance and help and working with professors improving the program
- Working on a team

### Agent - Broker for insurance

Eurolink – Bitola, (North Macedonia) 2009-2014



## EXPERIENCE

---

### Translator 2005-2006

Tv. Orbis, Bitola, (North Macedonia)

### Columnist 2011

Astra Magasin, Bitola (North Macedonia)

### Sales and marketing department manager 2003-2005

"Diola" - Store for Healthy food, Bitola (North Macedonia)

### Court translator 2010 - present

Bitola (North Macedonia)

### Sales representative 2007-2012

Avon Cosmetics, Bitola (North Macedonia)



## EDUCATION

---

### Professor for Macedonian and French language

University St. Clement Ohridski - Bitola (North Macedonia) 2005-2009

- Contemporary French
- Grammar
- Literature
- Contemporary Macedonian language

### QA - Engineer 2020

Master Software testing – Jira Agile (RahulShettyAcademy.com)

- Agile Scrum – using Jira
- How to prepare test plan
- Test case development phase
- Functional and non functional Requirements testing



### Court translator

Bitola (North Macedonia) 2010 - present



## LANGUAGES

---

Mother tongue(s): MACEDONIAN

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
French	C1	C1	C1	C1	C1

## SKILLS

---

- Successfully worked to deadlines
- Excellent communication skills
- Analyzing person
- Stress Tolerance
- Problem sensitivity
- Open – mindedness
- Focus



