



PERSONAL INFORMATION

Andrijana Velkovska

Pavel Shatev br.51A, Bitola. Macedonia

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Sex: Female

Date of birth: 19 March 1990

Nationality: Macedonian

Status: married

WORK EXPERIENCE

- 16/07/2014 – 20/08/2021 **Financial manager**
ANS Print Bitola
- Preparation of invoices,
 - Daily monitoring of financial movements and their records,
 - Material bookkeeping,
 - Current records of payments and payments,
 - Archiving of incoming and outgoing documents,
 - Performing treasury work,
 - Arranging employment contracts between companies and employees for vacation solutions confirm decisions notifications agreements etc
 - Monitoring the documentation process of orders and deliveries as well as organizing and executing them,
 - Electronic payments in the country and abroad,
 - Contact with customers for collection of receivables
 - Procurement of production materials
 - Sales and writing envelopes
 - Organisation of production
- 01/10/2013-31/01/2014 **Economist/finance departement**
Rostfrei Major Inoh Bitola
- administrative activities,
 - preparation of invoices and other documents in the current working
 - Current monitoring of payments and disbursements and their records
 - Contracts and decisions of employees as well as arranging other documentation for the company and employees,
- 25/07/2013-01/10/2013 **Accountant**
Accounting office Akaunt Dani consalting Bitola
- Bookkeeping activities
 - Material and financial accounting
 - Preparation of documents for employees
- 01/12/2012-01/03/2013 **Intern**
Komercial Bank AD Skopje branch Bitola
Work in the bank like intern send from the university when I studied.
-prepared document, helped to the employees, open bank accounts to customers
- 15/08/2011-15/09/2011 **Intern**
Stopanska Bank AD Skopje branch Bitola
Work in the bank like intern and make some bank activities like filling of bank document and help to employees in their work, help to customers with the filling a documents for deposts or credits and also for openning their currents accounts in the bank
- 01/09/2010-15/09/2010 **Intern**
Stopanska Bank AD Skopje branch Bitola
Work in the bank like intern and make some bank activities like filling of bank document and help to customers and employees

TRAINING

18/04/2011 – 25/04/2011	AISEC Prilep - Macedonia Completed diploma for course in English language Intermediate level
1/05/2010 – 30/07/2010	AISEC Prilep - Macedonia Diploma for course in Spanish language Elemental level
01/05/2010 – 30/07/2010	Participation on training and seminars and also share presentations in different topics in the field of economics and business

EDUCATION

17/01/2014	European university Skopje, Macedonia, Economic faculty Master of Economic Sciences, Department of Financial Management Thesis title: „ A modern view of the capital market, its instruments and functions in the financing of enterprises with special emphasis on the capital market in the Republic of Macedonia " 9.83 average
25/06/2012	University „Kliment Ohridski " Bitola, Macedonia Economic Faculty Prilep - Macedonia Bachelor of Economics Department: Financial, Accounting and Auditing 9.50 average
26/07/2008	Secondary school – Taki Daskalo, Bitola, Macedonia

PERSONAL SKILLS

Mother tongue(s)	Macedonian				
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	C2	B2	B2	C1
Spanish	A2	A2	A2	A2	A2
German	A2	A2	A1	A1	A1

Social skills	<ul style="list-style-type: none"> - Organizational skills - Communications kills - Ability for team work - Skills in public performance - Presentation skills
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Organisational / managerial skills	<ul style="list-style-type: none">- Human skills - the ability to interact and motivate- Technical skills - the knowledge and proficiency in the trade- Conceptual skills - the ability to understand concepts, develop ideas and implement strategies- Negotiation tactics- Creative ideas
Computer skills	<ul style="list-style-type: none">- Microsoft Excel- Microsoft Word- Microsoft Power Point- Adobe Reader- Corel Draw- Paint- Internet
Driving license	Category B