



PROFESSIONAL PROFILE

CONTACT DETAILS

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PETAR TALEVSKI

Sales Representative

EDUCATION

UKLO Faculty of Economics – Prilep

2006 – 2010

Stream: Accounting, finance, and audit

Municipality High School – Taki Daskalo, Bitola

2002 – 2006

WORK EXPERIENCE

NELTST- SALES REPRESENTATIVE

April 2023- April 2024

Sales for Mondelez Principal in north Macedonia . Direct sales , creating plans for sales , creating daily route plans ,organization and market projections , payment analysis and liquidity planning , following on stocks , direct and indirect contact with customers. Marketing and Merchandising activities .

TASKFORCE BPO – INSURANCE SPECIALIST

September 2022- April2023

Business support services in the area of Insurance, including: Endorsement Checking , Insurance Policy Checking, Policy Delivery , Renewal Processing, Cancellation warning notices, Change request , General data entry .

SINPEKS DOO BITOLA – SALES AND PRODUCT SPECIALIST

September 2017 – September 2022

Sales for motor oil and lubricants, focus brands LOTOS Motor oils and VALVOLINE, creating plans for sales, organization and market projections, payment analysis and liquidity planning, following of stocks, contact with local and foreign suppliers, marketing activities, market targeting and client support, brand, and product specialist

ORBIKO DOO SKOPJE – DIRECT SALES AND LOGISTICS

July 2014 – September 2017

Making distributive strategy for most efficient supply chain execution, direct sales, invoicing, stocks and warehouse managing activities.

AGNI DOO BITOLA – Direct sales and sales assistant

April 2013 – July 2014

Client support, front sales, warehouse planning system support, plans for supply, purchase and stocks position control

VASILI KOMPANI DOOEL Bitola – Accountant

March 2011 – August 2011(Intership Program)

Accounting and consulting, material accounting, cost price calculation, accounting record keeping

HEMOMETAL DOOEL Bitola – Sales assistant

July 2009 – August 2009 (Internship Program)

Direct sales, client support, stocks, and inventory analysis

CORE SKILLS AND COMPETENCES

Skills and know-how:

MS office – excellent and active usage (Word, Excel, PowerPoint, Outlook)

**ERP programs AMS, EPIC APPLIED, system for insurance support
CFM, LUKA , EIASTYC, system for client support and sales analysis**

Languages:

Macedonian – native user

English – proficient professional level user

German – beginner level (A1 level)

Personal skills:

- Excellent communication skills
- Diligence, High organizational skills, responsible, proactive, and creative thinking
- Goal oriented and focused to tasks
- Efficient, initiative, and analytical thinking
- Management skills, strong negotiation skills, persuasive and supportive
- Excellent presentation skills and terrific correspondence with clients
- Ability to work under pressure and given time schedules
- Team spirit and positive thinking

CERTIFICATION AND TRAINING

2022 Insurance Technician Training TASKFORCE- BITOLA .

2022 VALVOLINE FACTORY Krushevac, Serbia – training VALVOLINE EUROPE, Automotive industrial and heavy-duty oils and greases

2018 LOTOS MOTOR Oils, Gdansk, Poland - training Automotive and heavy-duty oils