



Ana Maria Mitrevska

Nationality: Macedonian/citizen of the Republic of North Macedonia

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Address: Prevalec No. 1, 7000 Bitola (North Macedonia)

WORK EXPERIENCE

Quality Control/ Training Coordinator- Insurance

Taskforce BPO [06/02/2017 – Current]

City: Bitola

Country: North Macedonia

- QC/Training- EB (Insurance)
- Insurance Specialist
- Claim Adjuster
- Enrollment representative
- Customer Service Representative (USA)
- Quality Control
- HR Assistant

Accounting and Administrative Assistant

Kargo Hit Dooel [14/09/2016 – 05/02/2017]

Address: Bitola

- Administrative Assistant
- Collect and sort incoming documentation
- Generate invoices
- Monitor bank/account statements and due payments
- Monitor and regulate inventory
- Prepare financial reports and inventory reports (weekly, monthly and annually)
- Month- closing accounting activities
- Follow protocol and law regulation

Accounting and Administrative Assistant

Gordela Dooel [30/12/2015 – 14/09/2016]

Address: Bitola

- Correct and process a wide variety of accounting documents such as invoices, cash receipts, bank/account statements etc.
- Review and code financial information;
- Prepare and process documents to disburse funds, make deposits and
- Prepare reports
- Compile and review information of accuracy

EDUCATION AND TRAINING

High school diploma

Jane Sandanski [01/09/2006 – 10/06/2010]

Address: Bitola

Graduate in Accounting, finances and audit
Faculty of Economics [14/09/2010 – 01/07/2014]

Address: Prilep

Master in accounting, finance and audit
Faculty of Economics [01/11/2016 – 03/04/2019]

Address: 7500 Prilep (North Macedonia)

LANGUAGE SKILLS

Mother tongue(s): **Macedonian**

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

French

LISTENING A2 READING A2 WRITING A1

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

ORGANISATIONAL SKILLS

Organisational skills

- Managing client expectations
- Good organisational skills and multitasking gained as a Accounting clerk
- Leadership skills, gained as a leader in an international project (Youth in Action)

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Great communication skills gained trough work with clients daily
- Fexible and patient

JOB-RELATED SKILLS

Job-related skills

- good with multitasking (working with many clients, using two different accounting applications/software)
- fast worker
- team worker
- finding creative solutions good for both client and business owner