




Petar Trajkovski

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DOB 06/10/1992 | Nationality Macedonian

PERSONALITY Optimist, with a positive attitude and strong work ethic. I am well-suited to work in diverse teams and evolving environments. Highly motivated and diligent, I am ready to accept new challenges and show initiative. I believe results speak louder than words.

WORK EXPERIENCE

- 01/06/2013–01/09/2013

Customer service representative

Market Reach LTD, Plech (Germany)

Customer service, ordering, money handling
- 01/04/2013–01/02/2015

Administrative assistant

Global Net Advertising, Skopje (North Macedonia)

Marketing, Administrative/office work, Supervisor
- 01/03/2016–01/08/2016

Administrative/office work

Notary office, Skopje (North Macedonia)

Acquiring skills and knowledge from notary public work Follow-up of lawsuits Keeping notary books and registers Work in the procedures after a notarized payment order
- 01/02/2017–01/01/2019

Sales representative

Divajn, Skopje (North Macedonia)

Acquiring skills in the field of marketing, product promotion, market research, product placement and sales
- 01/03/2019–01/08/2019

Sales Agent, Conversion Department

Flako, Skopje (North Macedonia)

Telesales specialist, conversion department, prospects closing,
- 09/2019–10/2020

Sales Agent, Retention department

Support Signal, Skopje (North Macedonia)

Sales Agent, Retention Specialist, high ticket closing
- 10/2020–Present

Sales Agent & Support Service

Satellite Phone Store, United States of America

Sales Agent B2B B2C, Retention and Conversion, Support service

EDUCATION AND TRAINING

Bachelor of Law- University Ss. Cyril and Methodius, Skopje (North Macedonia)

Financial Law, Commercial Law, Labor Law, Real Law, Economics, Company Law, Administrative Law, Applied Economics etc.

Digital Marketing course – 2020

Facebook ads, Email marketing, Search Engine Optimization etc.

PERSONAL SKILLS

Native Language Macedonian

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A1	A1	A1	A1	A1
Serbian	A1	A1	A1	A1	A1
German	B2	B2	B2	B2	B2

Levels: A1 and A2: Proficient / B1 and B2: Independent

Communication skills Listening, Reflection, Friendliness, Confidence, Clarity, Accepting Feedback, Giving Constructive Feedback, Open-mindedness, Choosing the Right Medium, Nonverbal Communication, Building Trust, Asking Questions, Phone calls, Negotiation, Mediation, Leadership, Empathy.

Organizational / managerial skills Motivating, Problem-solving, Delegation, Decision-making, Communication, Planning, Human or Interpersonal Skills, Conceptual Skills etc.

