



Elena Kaevikj

Date of birth: 11/01/1994 |

Nationality: Macedonian/citizen of the Republic of North Macedonia | Gender: Female |

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St. John Kennedy 13, 1000, Skopje, North Macedonia

● WORK EXPERIENCE

01/06/2016 – 30/06/2016 – Skopje, North Macedonia

INTERNSHIP – NLB Tutunska banka - Skopje

Archiving documents and data entry in excel

02/09/2018 – 28/09/2018 – Skopje, North Macedonia

INTERNSHIP – EVN – Skopje

- Support for the process for new connections
- Archiving documents and contracts
- Support in the exclusion process

Skopje, North Macedonia

ADMINISTRATION – Detail - Skopje

- Making invoices
- Incoming and outgoing documents
- Other administrative matters

12/08/2019 – 29/02/2020 – Skopje, North Macedonia

ADMINISTRATION – Support and Solutions Center

- Fulfill the needs of the costumers by servicing our costumers on daily, weekly and monthly information and data. *
- Fulfill administrative processes and management information related to our clients
- Daily working skills in software -Work and knowledge in Citrix Applications, Microsoft Dynamic 365 Business, SQL, Excel (daily, weekly and monthly tasks)

01/03/2020 – CURRENT – Skopje, North Macedonia

BUSINESS ANALYST – Support and Solutions Center

- Testing application functions in Dynamics 365 Business Central and Dynamics NAV, and comparing the functionality between old and new production system. Working on manuals for different tasks.
- Attending meetings for business processes and working closely with the development team for fixing issues.
- Writing advanced excel formulas and implementing them in the application.

● EDUCATION AND TRAINING

01/09/2008 – 10/06/2012

HIGH SCHOOL DEGREE – Economic High school „ Arsenij Jovkov" in Skopje, Macedonia

BACHELOR OF SCIENCES, B. SC – Faculty of Economics - Skopje (St. Cyril and Methodius University)

QUALITY ASSURANCE SOFTWARE TESTER – SEAVUS EDUCATION AND DEVELOPMENT CENTER

Learning about:

Manual Testing:

1. Introduction to Engineering concepts of Diagrams (UML, BPMN, and MindMaps)
2. Introduction to Agile and Agile Frameworks
3. Test Design Techniques
4. Specification-based Techniques -
Boundary Value Analysis
 - Equivalence Partitioning
 - Decision Tables
 - State Transition Diagrams
 - Combinatorial Testing / All pairs/Pairwise Testing
5. Experience-based Techniques
 - Exploratory Testing (Test charter)
 - Cheat sheets
6. Change Related Testing and other Testing Types
 - Smoke Testing
 - Sanity Testing
 - Regression Testing
 - End To End Testing
 - Responsive Design Testing
 - Usability Testing
7. Defect Reporting

IT skills:

- Excel and Reporting
- SQL
- Basic Linux commands

Automation Testing:

- Postman and REST API testing
- JavaScript in Postman
- Basic OOP/Java in IntelliJ IDEA
- Selenium

● LANGUAGE SKILLS

Mother tongue(s): MACEDONIAN

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

SQL, SQL Server | Linus/Unix/Shell | Microsoft Office: Word, Excel, Access, Power Point, Outlook. | Java Programming language | Postman | IntelliJ idea | Dynamics NAV

● DRIVING LICENCE

Driving Licence: B

● COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Ability for individual and team work
- Self-motivating spirit ·
- Open to new ideas and challenges ·
- A desire to constantly build on the knowledge and experience along with building your company's image
- Detail oriented
- Adaptability in a different environments