

PERSONAL INFORMATION

Martin Oggenovski



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WORK EXPERIENCE

01.2017- present English Language Teacher

Private, Bitola (Macedonia)

- Work with children, teenagers and adults
- Planning, preparation and delivery of the lessons
- Preparation of exams, exam papers and exercises
- Preparation, implementation and evaluation of performance records

02/10/2017–30.06.2019 Paymaster

Transkop Bitola, Bitola (former Yugoslav Republic of Macedonia)

Keeping daily, weekly and monthly reports

Receiving and forwarding calls

Properly and accurately running the cashier

Managing administrative documentation

Leads the cashier, participates in receiving, settling and entering the daily market;

Works with receipt, verification and sending of postal items;

01/02/2017–01/10/2017 Outsourcing / Sales

Outsource, Bitola (Macedonia)

- Telesales in Australia
- Making deals with customers
- Establish a professional, working relationship with clients

15/09/2015–30/10/2016 Transport Manager

LDK Zajak Trans, Bitola (Macedonia)

- Planning to ensure that drivers comply with their driving hours, tachograph rules and with speed limits.
- Making arrangements to ensure that the vehicles are maintained properly, including the inspection of vehicles at the appropriate time and the action taken to remedy defects found.
- Making arrangements to ensure that the vehicle/s are not overloaded.
- Develop partnerships with outside carriers in shipping.
- Supervise scheduling of shipments.
- Review financial reports.
- Lead all distribution and transportation planning and strategic activities.
- Day to day communication with customers
- Day to day Transport duties i.e. login fuel receipts/records
- Calculations and preparation of invoices
- Maintaining accurate administrative records.

01/01/2015–01/08/2015

Call Centre Representative

Rothstein International Development, Bitola (Macedonia)

- Sells additional services by recognizing opportunities to up-sell accounts, explaining new features.
- Maintains call centre database by entering information
- Determines requirements by working with customers.
- Communication with customers from Europe

01/02/2013–31/03/2013

English Teacher

Ceotec - Bitola, Bitola (Macedonia)

- classroom management.
- planning, preparing and delivering lessons to a range of classes and age groups;
- preparing and setting tests, examination papers and exercises;
- marking and providing appropriate feedback on oral and written work;

EDUCATION AND TRAINING

10/06/2016–12/06/2016

Driver training and information day

LKW Walter - International Transport Organization AG, Malmo (Sweden)

Personal Protection Equipment (PPE)

Safety regulations in the factory area

Load securing - Golden rules of load securing

Theft prevention

Trailer handling

2009–2013

English Teacher

St. Kliment Ohridski - Bitola - English Language

2005–2009

Nurse

Medical School Dr. Jovan Kalauzi - Bitola, Bitola (former Yugoslav Republic of Macedonia)

PERSONAL SKILLS

Mother tongue(s)

Macedonian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C2
Croatian	B2	A2	A2	A2	A1
German	A2	A2	A2	A2	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

Excellent negotiation and communication skills

Organizational / managerial skills

Good people management and coordination skills

Problem solving and prioritizing skills

Team player; Leadership

Job-related skills

Tact, diplomacy and calmness, especially when dealing with tired drivers and disgruntled customers
Excellent geographical knowledge

Extensive knowledge of the transportation industry

Experience of Budgets and Financial controls

Knowledgeable in all process compliance areas including; Legislative, Productivity, Quality and Service.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Basic user	

Digital skills - Self-assessment grid

Microsoft Office (Word, Excel and Power Point) Microsoft Windows XP; GPS Tracking

Driving license

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