

## EUROPEAN CURRICULUM VITAE - CV



### PERSONAL INFORMATION

Name	<b>KATERINA ASPROVSKA ZHIVKOVSKA</b>
Address	BUL.3TA MAKEDONSKA BRIGADA NO.41-1/31, 1000 SKOPJE
Telephone	Mobile: + 389 78 208 681
E-mail	katerinaasprovskas11@gmail.com
Nationality	Macedonian
	11 <sup>th</sup> February 1989

### WORK EXPERIENCE

Type of business or sector  
Name off the company  
Occupation or position held

Company for computers and consulting services  
Support Signal DOOEL from May 2019  
HR Manager

Company for sales and service for commercial vehicles  
Man Importer Makedonija DOOEL  
Administrative, finance and HR assistant

Company for Led light sales  
Geosluks  
Finance assistant

Company for production and sales of machines and tools  
WURTH Makedonija DOOEL  
Administrative assistant

Managment consulting and financial advisory service  
SPMG  
Administrative assistant – office manager

### STUDENT EXPERIENCE

• Dates (from – to)	26.04.- 12.05.2010
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• Name and address of employer	Eurolink Company- Skopje
Type of business or sector	Life insurance
• Main Projects	CRM Project, Marketing research, Marketing plan.
• Dates (from – to)	01.12.-15.12. 2009
• Name and address of employer	GFK -Marketing Agency, Skopje
• Type of business or sector	Marketing
Main projects	Researching about companies and questionnaires.
Dates (from – to)	20.08.-20.09. 2009
Name and address of employer	NLB Tutunska Banka A.D.- Skopje
Type of business or sector	Logistics for job with fizicals persons
<b>EDUCATION</b>	
DATES (FROM - TO)	2007 – 2010
NAME AND TYPE OF ORGANIZATION PROVIDING EDUCATION	University American College – Skopje
PRINCIPAL SUBJECTS/OCCUPATIONAL SKILLS COVERED	Bussines administration on department of Marketing
TITLE OF QUALIFICATION AWARDED	Graduate
Level in national Classification	Graduate student of business economy
• Dates (from – to)	2003-2007
• Name and type of organization providing education	D.S.U."Arseni Jovkov"-Skopje School for economics and law
• Principal subjects/occupational skills covered	Economics
• Title of qualification awarded	- Graduate
Level in national Classification	-Graduate high school student

**ADDITIONAL EDUCATION AND TRAININGS**

-Training course for practical accounting  
In Konto Profit DOOEL  
Certificate for final practical accounting

- Training course for Ms Office- Excel  
in Semos Educational Center  
Certificate for Ms Office - Excel

-Training course for business English in EVA training Center  
Certificate for business English

**MOTHER TONGUE**

**MACEDONIAN**

**OTHER LANGUAGES**

- Reading skills
- Writing skills
- Verbal skills

**ENGLISH**

Excellent  
Excellent  
Excellent

**ORGANIZATIONAL SKILLS AND COMPETENCES**

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

- Strong communication and interpersonal skills;
- Strong organizational skills,
- Ability to work independently and in a team;
- Ability to work in a multicultural environment,

**TECHNICAL SKILLS AND COMPETENCES**

With computers, specific kinds of equipment, machinery, etc.

- MS OFFICE APPLICATIONS  
WORD, EXCEL, POWERPOINT  
-ADOBE PHOTOSHOP  
- Internet and e-mail

**ARTISTIC SKILLS AND COMPETENCES**

Reading,traveling,  
music, fitness

**DRIVING LICENCE**

CATEGORY B,

**REFERENCES**

Contact persons, references

Annexes

Thanks in advance