

# EUROPEAN CURRICULUM VITAE FORMAT



## PERSONAL INFORMATION

Name	<b>IVA HADJI-KIRKOVA</b>
Address	<b>[ Prilepska 60/2/25, 7000 Bitola, Macedonia]</b>
Telephone	<b>075-258-068</b>
E-mail	<b>hadzikirkovaiva@gmail.com</b>
Nationality	Macedonian
Date of birth	[19.07.2003]

## EDUCATION AND TRAINING

• Dates (from – to)	[2022- ]
• Name and type of organization providing education and training	University "St. Kliment Ohridski" - Faculty of Education
• Dates (from – to)	[2018-2022]
• Name and type of organization providing education and training	High School D-r Jovan Kalauzi-Bitola
• Title of qualification awarded	Excellent
• Dates (from – to)	[2009-2018]
• Name and type of organization providing education and training	Elementary School Todor Angelevski- Bitola
• Title of qualification awarded	Excellent

Work Experience	AMO Freight LLC	Taskforce BPO
• Position	Safety Department	Medical Biller/Costumer care-Healthcare division
• Dates (from – to)	22.08.2022-31.12.2022	30/01/2023-

## PERSONAL SKILLS AND COMPETENCIES

- Innovative
- Creative
- Alert
- Ambitious
- Confident
- Dedicated
- Flexible

**MOTHER LANGUAGE****[Macedonian]****OTHER LANGUAGES****[English]**

- Reading skills
- Writing skills
- Verbal skills

[Excellent]

[Excellent]

[Excellent]

**SOCIAL SKILLS  
AND COMPETENCIES**

- TEAM PLAYER
- LEADERSHIP
- EXCELLENT COMMUNICATION SKILLS
- MAKING AND MAINTAINING PEOPLE RELATIONSHIPS
- GOOD LISTENER
- RESPECTFUL
- BUILDING TRUST
- EXCELLENT WRITING AND SPEAKING ENGLISH

**TECHNICAL SKILLS  
AND COMPETENCIES****[MICROSOFT OFFICE]**

excellent