



Maja Peshevska

Date of birth: 25/04/1989 |

Nationality: Macedonian/citizen of the Republic of North Macedonia, Bulgarian |

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Sarlo num. 10 , 1000, Skopje, North Macedonia

● WORK EXPERIENCE

12/04/2021 – CURRENT – Skopje , North Macedonia

COMMERCIAL ASSISTANT AND OFFICE MANAGER – EES - ECO ENERGY SYSTEM - WASTE MANAGEMENT SOLUTIONS

- Coordinating conference calls and business meetings
- Organizing marketing events
- Maintaining business records
- Reviewing and sort out all correspondence
- Providing information to customers
- Maintaining databases
- Issuing and monitor subcontractor agreements
- Monitoring supplier relations
- Sorting and sending mail
- Answering calls , sorting and filling documents
- Preparation of all necessary documentation for the external accounting (invoices, bank statements, costs)
- E- banking (completing banking transactions) and carrying out basic bookkeeping
- Assisting commercial manager and supporting estimating team with the preparation of large/ complex project documentation
- Translation of complete correspondence between Italy and Macedonia (email, skype, video conferences)
- Simultaneous and consecutive translations (business meetings, daily meetings with the employees and general director)

05/08/2015 – 31/01/2020 – Skopje, North Macedonia

OFFICE MANAGER AND INTERPRETER FROM ITALIAN TO MACEDONIAN AND VICE VERSA – SI MONA SHOES TRADE - SKOPJE (SHOES PRODUCTION AND MANUFACTURING)

- Sorting and sending mail
- Writing memoranda, reports, letters, and other items
- Keeping an inventory of office supplies and ordering new ones as necessitated
- Translation of complete correspondence between Italy and Macedonia (email, skype, video conferences)
- Organize transport from/to airport, hotel reservation in accordance with the needs of the Italian business partner or clients and following their agenda
- Simultaneous and consecutive translations (business meetings, daily meetings with the employees and general director)
- Translate the work orders and their implementation in the production process, translation of all technical instructions for production
- Placing orders and communication with Macedonian and Italian suppliers of raw materials needed for production,
- Following deadlines for delivery, programming the production process
- Updating data in Mose' program (receiving materials, production stages, pairs, prices and delivery date)
- Assisting in preparing documents for export / import (invoices, CMR, packing lists)
- Responsible for the treasury and preparing monthly reports for the accounting
- Preparing payrolls based on working hours

- Answering calls , sorting and filling documents
- Preparation of all necessary documentation for the external accounting (invoices, bank statements, costs)
- E- banking (completing banking transactions) and carrying out basic bookkeeping

10/2012 – 06/2014 – Kriva Palanka , North Macedonia

INTERPRETER FROM ITALIAN TO MACEDONIAN AND VICE VERSA – KADORO OTTO

- Translation of complete correspondence between Italy and Macedonia (email, skype, video conferences)
- Simultaneous and consecutive translations (business meetings, daily meetings with the employees and general director
- Translate the work orders and their implementation in the production process, translation of all technical instructions for production
- Communication with Macedonian and Italian suppliers of raw materials needed for production
- Following deadlines for delivery, programming the production process
- Updating data in program (receiving materials, production stages, pairs, prices and delivery date)

09/2012 – 09/2012 – Skopje , North Macedonia

TELEMARKETING AND SALES AGENT – TELEBROKER

- Contacting potential clients
- Presenting the product
- Concluding deals

● **EDUCATION AND TRAINING**

2012 – CURRENT – Skopje, North Macedonia

MASTER STUDIES - INTERNATIONAL BUSINESS (ENGLISH AND ITALIAN) – FON

10/2017 – 12/2017 – Skopje, North Macedonia

ACCOUNTING TRAINING, ADVANCED ACCOUNTING TRAINING, FINANCIAL ANALYSIS TRAINING – Kotnto profit

2013 – 2013 – Skopje, North Macedonia

CERTIFIED COURT TRANSLATOR FROM ITALIAN TO MACEDONIAN AND VICE VERSA – Court of North Macedonia

01/06/2013 – 31/07/2013 – Perugia, Italy

ITALIAN LANGUAGE AND LITERATURE – University for foreigners of Perugia

Skopje, North Macedonia

GRADUATED TRANSLATOR/INTERPRETER FROM ITALIAN TO MACEDONIA AND VICE VERSA – S tate University of Skopje -Philological studies "Blaze Koneski"

● LANGUAGE SKILLS

Mother tongue(s): **MACEDONIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ITALIAN	C2	C2	C2	C2	C2
ENGLISH	B2	B2	B2	B2	B2
BULGARIAN	A2	A2	A1	A1	A1

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

● DIGITAL SKILLS

Microsoft Office | Microsoft Excel | Microsoft Word | Microsoft Powerpoint | Outlook | Google Docs | Skype | Google Drive | Facebook | LinkedIn | Instagram | Internet user | Gmail | WhatsApp

Personal skills

Team-work oriented | Motivated | Organizational and planning skills | Good listener and communicator | Written and Verbal skills | Presenting | Decision-making | Responsibility | Flexibility | Excellent writing and verbal communication skills | Good time management | Problem-solving | Teamwork | Excellent organizational planning and solving problems in short time | Ability to Work Under Pressure

Driving licence - B category