

Irena Dimovska- Aleksov

Finance and Administration Specialist with Export- Import Clearance expertise



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☎ +38972235314 📍 Bitola, Macedonia

📅 13/09/1980 💍 married

🚗 B category, active driver

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Profile

Experienced finance and accounting professional with a strong background in office management and spedition. Over 15 years of experience and proven ability to manage office operations and accounting functions, ensuring accurate and timely reporting. Excellent problem-solving skills and ability to work well under pressure and tight deadlines. Proficient in Microsoft word and excel, with experience in project management and team leadership. Highly communicative, adaptable, and able to work well in teams.

Professional Experience

Custom Clearence Agent, Sinpeks

01/2020 – present | Bitola, North Macedonia
Experienced import-export specialist with expertise in customs clearance and document preparation. Proficient in receiving and customs clearance of import shipments, including verifying and preparing customs documents, coordinating with freight forwarders and customs officials, and ensuring compliance with import regulations. Skilled in preparing export documents, such as commercial invoices, packing lists, and certificates of origin, and maintaining accurate records of all transactions. Proficient in determining pricing for imported goods based on market analysis and cost calculations. Experienced in making system documents for imported goods, including product descriptions, HS codes, and other necessary documentation.

Finance and account assistant officer, Sinpeks

02/2010 – 12/2019 | Bitola, North Macedonia
Creating and sending payments, bookkeeping, and accounts receivable and payable management. Skilled in managing domestic and international payments, arranging bookkeeping cards, and collecting debts. Proficient in communicating with customers to arrange bookkeeping cards, and working with banks to manage evidence of loans, opening BG, and LC. Experienced in processing compensation and cession, and collecting and entering data for various financial overviews. Strong attention to detail, excellent problem-solving skills, and ability to work well under pressure. A collaborative team player who communicates effectively with cross-functional teams and stakeholders. Assisted in creating financial reports, such as balance sheets, income statements, and cash flow statements.

Skills

English Language,

Computer (Microsoft Word, Excel, Powerpoint),

Comunicative, Ability to work in harmony with co-workers , Flexible, Honest, Problem solving skills

Education

Bachelor degree in Custom and Spedition,
St.Kliment Ohridski

1999 – 2004 | Bitola, North Macedonia

Secondary school,Electrical direction, Automation and computer technology,
Gjorgi Naumov

Bitola, North Macedonia

Interests

Banking, Reading, Child Care, Travelling, Aerobics, Cooking etc

(I have a wide range of interests that keep me engaged and energized. For example, I have a strong interest in the banking industry and I enjoy staying up-to-date with the latest trends and developments in this field. In my free time, I also enjoy reading books on a variety of topics, including business, psychology, and history)

Administrative Assistant, Sinpeks

04/2008 – 02/2010 | Bitola, North Macedonia

Administrative assistant with a strong track record in managing a variety of administrative tasks. Skilled in answering and directing phone calls, maintaining contact lists, and organizing and scheduling meetings and appointments. Proficient in replying to email, telephone, and face-to-face enquiries, and providing high-quality customer service to internal and external stakeholders. Experienced in maintaining bank daily transactions, processing incoming invoices, and making orders for employer needs. Strong attention to detail, excellent problem-solving skills, and ability to work well under pressure.

Languages

English

