



Mihaela Talevska

Date of birth: 13/03/1998

Nationality: Macedonian/citizen of
the Republic of North Macedonia

Gender: Female

CONTACT



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WORK EXPERIENCE

04/08/2021 – 31/12/2021 – Bitola, North Macedonia

Volunteer at Ministry of Economy / State Market Inspectorate

Ministry of Economy

- Working as an office assistant
- Completing and taking care of mail
- Helping colleagues with documentation
- Archiving

28/12/2018 – 28/07/2019 – Bitola, North Macedonia

Sales assistant

DM Drogerie Markt

- Opening and closing the store
- Working all types of positions (cleaning the store, stocking the shelves, cash register, etc.)
- Finishing the process of closing the store and closing the register and counting money.

EDUCATION AND TRAINING

01/09/2016 – 23/06/2021 – Prilep, North Macedonia

Bank and finances management

Faculty of Economy , University St. Kliment Ohridski Bitola

LANGUAGE SKILLS

MOTHER TONGUE(S): Macedonian

OTHER LANGUAGE(S):

English

Listening
B1

Reading
B1

**Spoken
production**
B1

**Spoken
interaction**
B1

Writing
B1

DIGITAL SKILLS

Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Google Drive
/ Microsoft Office / Google Docs / Zoom / Facebook / LinkedIn /
Power Point / Social Media / Instagram / Written and Verbal skills /
Organizational and planning skills / Good listener and communicator /
Skype / Outlook / Motivated / Team-work oriented / Creativity /
Analytical skills / Internet user / Gmail

DRIVING LICENCE

Driving Licence: B