

## PERSONAL INFORMATION

### Marina Efremova



📍 Pandil Siskov 22/10, Skopje

☎ + 389 77 745 757

✉ [efremova.marince@gmail.com](mailto:efremova.marince@gmail.com)

in [marina-efremova](#)

Sex Female | Date of birth 19/09/1988 | Nationality Macedonian

## WORK EXPERIENCE

26.01.2022 –

### Accountant

Se Club Facility doo Skopje

- Preparation of invoices and delivery by email and post mail
- Preparing payments by verifying documentation
- Processing invoices and payments
- Working in Pantheon application software for managing Financial Accounting
- Examining accounting records to ensure accuracy
- Preparing weekly statements by collecting data
- Responding to financial inquiries by gathering, analysing and summarizing data
- Working to deliver the highest level of client service possible
- Helping to manage and resolve billing disputes
- Receiving customer complaints and forward to appropriate personal staff for resolution in a timely manner

16.10.2019 – 05.04.2021

### Administrative officer

B2 SOLUTION dooel Skopje

- Preparation of invoices, advance invoices, final invoices and offers for clients
- Working in M-Soft application software for managing internal Financial Accounting
- Making customers offers
- Maintaining financial records
- Invoice payment, payment of tax liabilities, customs etc.
- Reconciliation financial statements with clients
- Preparation reports for offers, product orders, monitoring shipments - tracking the condition, status and location of goods from the manufacturer to the customer
- Contacting freight forwarding companies for import of goods
- Responding to financial inquiries by gathering, analysing and summarizing data
- Summarizing current financial status by collecting information
- Maintaining books including financial books and archive books

01.08.2015 – 20.06.2019

### Head of finance and accounting

Videx BV dooel Skopje

- Preparing payments by verifying documentation
- Processing invoices and payments
- Working in CFMA application software for managing internal Material and Financial Accounting
- Examining accounting records to ensure accuracy
- Working with the accountant at the end of the year to provide information and ensure accuracy
- Financial analytics of costs and revenues
- Preparing monthly statements by collecting data, analysing and investigating variances, summarizing data, information and trends
- Preparing quarterly and annual statements by assembling data
- Responding to financial inquiries by gathering, analysing and summarizing data
- Summarizing current financial status by collecting information
- Projecting future trends based on analysis work
- Working to deliver the highest level of client service possible
- Maintaining books including financial books and archive books
- Helping to manage and resolve billing disputes
- Reviewing marketing materials as necessary

- Tracking and following-up on all calls, emails and hard copy documents
- Responding to customer inquiries and complaints and communicating appropriate options for resolution in a timely manner

01.08.2012 - 31.07.2015

### Office manager

Videx BV dooel Skopje

- Coordination of all office related work
- Providing accurate administration of all paperwork generated at Office level
- Finding and obtaining information and documents quickly
- Organising the office layout and maintaining supplies of stationery and equipment
- Recommending changes in office practices and procedures to improve processes
- Encouraging the administrative team to achieve objectives
- Prioritising important office tasks, and making sure they get done first
- Overseeing the recruitment of new staff, including their training
- Undertaking regular meetings with staff to review progress
- Tracking and following-up on all calls, emails and hard copy documents
- Promoting the company's products and services on social media networks: facebook, instagram, twitter

## INTERNSHIPS

12.03.2012 - 11.04.2012

### Intern at Bank Cards and Current Accounts Department

Komerijalna Banka AD Skopje

- Update customer data

28.10.2011 - 31.12.2011

### Demonstrator on the subject Mathematics for economists

University Ss. Cyril and Methodius - Skopje, Faculty of Economics

- Performing exercises on the subject Mathematics for economists in the winter semester

15.09.2011 - 15.10.2011

### Intern at the sector of credit administration

Stopanska Banka AD Skopje

- Archiving loan agreements, requests
- Archiving annexes to credit line agreements and credit frameworks

29.10.2010 – 31.12.2010

### Demonstrator on the subject Mathematics for economists

University Ss. Cyril and Methodius - Skopje, Faculty of Economics

- Performing exercises on the subject Mathematics for economists in the winter semester

01.07.2010 – 31.08.2010

### Intern at Payment Operations Division

Stopanska Banka AD Skopje

- Working with clients
- Receiving applications for transaction accounts
- Processing transfer orders and payroll declarations
- E-banking activities

## EDUCATION AND TRAINING

2012-2017

### Master of Science in Monetary Economics, Finance and Banking

University "Ss. Cyril and Methodius" - Skopje, Faculty of Economics

2007-2011

### Bachelor of Financial Management

University "Ss. Cyril and Methodius" - Skopje, Faculty of Economics

2003-2007

### Economic technician

High school "Jane Sandanski" - Strumica

## - Curriculum Vitae -

### PERSONAL SKILLS

Mother tongue Macedonian language

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
German	A2	A2	A2	A2	A2
Italian	A2	A2	A2	A2	A2
Serbian	C1	C1	B1	B1	C1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

Organisational and Communication skills

- Excellent communication and organisational skills gained through my experience as head of finance

Skills and competence

- Advanced Mathematical Skills
- Financial Analysis Skills
- Data Entry and Analysis Skills
- Strong Organizational Skills
- Communication Skills
- Great attention to detail
- Social Media Skills
- Teamwork Skills
- Problem Solving Skills
- Quick learner

Computer and other skills

- MS Office: Outlook, Word, Excel, Power Point
- CFMA, M-Soft, Pantheon financial software
- Social Media promotion: Facebook, Twitter, Instagram, LinkedIn
- SMS and Viber Bulk platforms

### ADDITIONAL INFORMATION

Presentations  
Conferences  
Seminars  
and  
Courses

- Seminar: "New Era of Marketing" by AISEC Skopje, 16-17.12.2011
- Training on the implementation of the Law on Public Procurement, Service Chamber, 26.06.2013
- Debate: Law on Financial Discipline, Union of Chambers of Commerce of the Republic of Macedonia, 25.04.2014
- Participation at the Employment Fair Skopje 2017, Employment Agency of the Republic of Macedonia, 05/18/2017
- Training: "E-personal tax", Public Revenue Office, January 18, 2018
- Training: Reporting and Taxation of Income from Property and Property Rights, Public Revenue Office, January 23, 2018
- Informative event: "Priority Issues and Problems for Changing the Law on Labor Relations" and Preparation of a Proposal Law on Internships - Discussion on the topic of Internship: needs, experiences and proposals, USAID's project "Partnership for Better Business Regulation", 02/22/2018
- An information event on the topic: "Public Procurement Reforms with a Special Review of the Draft Law on Public Procurement", USAID project: "Partnership for better business regulation" 14.02.2018
- Info session for open public call for submission of project proposals in the framework of pillar 3 of the Economic Development Plan of the Government of the Republic of Macedonia, Fund for Innovation and Technological Development, May 10, 2018

### ANNEXES

- Recommendation
- Certificate for completed online course: Word 2019 Pro and Excel 2019 Power Users



To whom it may concern:

It gives me great pleasure to write this letter of recommendation for Marina Efremova. Marina worked as an Office manager from 2012 until 2015, and then moved to the finance department where she worked as Head of Finance from 2015 until 2019.

Her willingness to learn and ability to get familiar with new tasks in a very fast manner is impressive. During her work, I was really impressed by her passion, administrative skills and professional demeanor.

Marina is a hard worker, never saying "no" to new tasks no matter how challenging or difficult they might be, not being afraid of taking responsibility. All tasks given are executed precisely and in a lot of cases overcoming the expectations. She is very much disciplined in her way of working, trustworthy and honest in her way of communication and her behaving.

Marina has an extremely strong sense of dedication to her job and she love to solve problems. Her computer skills also allow her to be an efficient researcher. She is extremely organized, reliable and computer literate. Marina can work independently and is able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her.

She was a responsible employee who never missed a deadline and she always gave extra effort to meet deadlines and to make sure that projects were completed on time. Her strong sense of responsibility drives her to be an invaluable employee. She demonstrated superior analytical capabilities.

Her devotion, commitment and persistence are just few of the characteristics that would describe her attitude towards her work.

Marina would be a tremendous asset for your company and has my highest recommendation. I do hope that she will be given a chance to grow further and advance in her carrier.

If you have any questions or concerns about Marina's capabilities, experience or credentials don't hesitate to call me at + 389 2 2700 077 or email me at: [finansovo@videx.mk](mailto:finansovo@videx.mk).

Sincerely

VIDEX BV DOOEL Skopje



**VIDEX BV** dooel

Address Dimo H. Dimov no.24, Skopje, North Macedonia  
Contact phone: + 389 2 270 00 77, fax: + 389 2 270 00 33  
email: [videx@videx.mk](mailto:videx@videx.mk)

Company Reg. No. 6416721



# Certificate of Completion

For: Marina Efremova

## **Excel 2019 Power Users**

by Bill Kulterman

Duration: 3 hrs 27 min

Completed: Apr 11, 2020

REP ID 4127



# Certificate of Completion

For: Marina Efremova

## **Word 2019 Pro**

by Heather Ackmann

Duration: 1 hrs 56 min

Completed: Apr 6, 2020

REP ID 4127

