



ANDRIJANA LAZAROVA

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◦ DETAILS ◦

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Bitola, 7000

North Macedonia
0038971255205

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Date / Place of birth

30/07/1988

North Macedonia, Bitola

Nationality

Macedonian

Driving license

Yes

◦ SKILLS ◦

Adaptability

Good time management

◦ HOBBIES ◦

Yoga

📁 EMPLOYMENT HISTORY

Insurance and Accounting Specialist at Taskforce, Bitola

July 2020 — Present

My work is based on Insurance Policy Checking, the process of evaluating insurance policy documents for spotting errors and missing data. Spotting inconsistencies, and sending to insurance carriers for corrections.

Direct Bill / Reconciliations - Activity when the Insurance company bills the insured directly. When the insured is on an installment plan, the insurance agency could be getting paid by the insurance company their commission as each installment payment is made.

At this time I can correct any commission and premium errors. These in turn will update their respective subsidiaries and general ledger for income and expense.

Outreach Specialist at Freelance

February 2021 — June 2021

Social Media Marketing Specialist at Karneol - Gold Shop, Bitola, Macedonia

April 2012 — May 2014

Here my responsibility also includes social media marketing, using Facebook, Instagram and Google Plus for one particular reason - introduce the public with new pieces of jewelry, new trends, there by gaining new customers and this increasing profits

Social Media Marketing Specialist at Villa Diamond, Bitola, Macedonia

May 2015 — April 2017

My responsibility for www.villadiamond.com.mk includes social media marketing using Facebook, Linked In, Twitter and Google Plus in order to make them visible on the market. Creating a strategy for them to get more reservations by being more present in the digital world is our goal. We use Email marketing and Lead Generation which have worked the best so far.

Digital Marketing Specialist at Venera Kemalovski - Employment Mediation Agency in Germany, Bitola Macedonia

November 2016 — April 2017

My work was based on maintaining the official website, such as updating the latest information, in order to get new clients answering private messages, mediating a meeting at the German Embassy, concluding agency and client agreements.

Business Process Analyst at Stopanska banka AD Bitola, Bitola Macedonia

April 2016 — 2017

I have worked on the content creation for their online banking system, including all the marketing materials, website, user manuals of the new software's, documentation for revision, presentations for companies as well as everything that requires writing.

Archiving credit files (systematization and record of credit files, physical and legal persons - active and liquidated)

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Participating in training : **Using Google tools in digital marketing, learning about :**

- Google Drive

- Google Analytics

Javen Advertising, Bitola 2019

Participating in the **Balkan Youth Forum**, working in a group and enhancing organizational skills, developing a Resolution and obtaining a Certificate

Kragujevac, Serbia April 2012

Participating in a seminar - **Young politicians in Macedonia;**

Skopje, May 2012

Part of **NGO Together**, work on projects bringing together young people from Europe ;

Bitola 02.2007 - 10.2009

○ **Computer skills**

Microsoft Word, Excel, Power Point, Open Office

👤 **INTERNSHIPS**

○ **Volunteer at Komercijalna Banka , Bitola, Macedonia**

June 2010 — October 2010

○ **Volunteer at Tutunska Banka, Bitola, Macedonia**

November 2013 — April 2013