

Kiril Aneski

I am an enthusiastic, hardworking and committed individual with a proven track record of getting the job done in the quickest way possible. I have strong communication skills, as well as excellent interpersonal skills. I am eager to be challenged in order to grow and expand my knowledge.

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EXPERIENCE

Accountant

DATA Ekonomik DOOEL

June 2015 - present

- Maintain and update financial records and accounting systems.
- Ensure accuracy and completeness of financial data.
- Record and categorize financial transactions, including accounts payable and receivable.
- Reconcile bank statements and ensure accuracy of financial data.
- Conduct financial analysis to support decision-making.
- Provide insights and recommendations based on financial data.

SKILLS

Accounting	Microsoft Outlook
Business Analysis	Account Management
Social Media	Leadership
Quality Control	Customer Service
SEO Copywriting	Microsoft Office
Time Management	Applied EPIC Agency Management System
AMS360	Online Research
Analytical Skills	Data Analysis
Bookkepeing	Financial Accounting
Windows	Data Entry

Insurance Specialist

Taskforce BPO

November 2021 - present

- Communicate with clients to understand their insurance needs and provide information on available policies.
- Assist clients in selecting appropriate coverage based on their requirements.
- Review insurance policies to ensure accuracy and completeness.
- Process policy changes, renewals, and cancellations.
- Maintain accurate and organized records of policies, claims, and client interactions.
- Ensure compliance with legal and regulatory requirements.
- Stay informed about industry trends, changes in regulations, and new insurance products.
- Provide clients with information on coverage options and policy details.
- Address client inquiries and concerns promptly and professionally.
- Provide excellent customer service to build and maintain positive client relationships.

EDUCATION

SOEPTU ‘Kuzman Josifoski - Pitu’ - Prilep, Macedonia
Law

September 2012 - May 2016

University ‘Ss. Cyril and Methodius Skopje, Macedonia
Bachelor of History

August 2016 - July 2020

LANGUAGES

Macedonian	Native
English	Professional
Serbian/Croatian	Professional