



Cirriculum Vitae

Irena Dimovska-Aleksov

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Personal Information:

Date of birth: September 13th 1980

Nationality: Macedonian

Status: Married, two child 10 years, and 4 years

Experience:

April 2008-Present:

Sinpeks doo – Bitola ,

Export – import department (January 2020-present

- Receiving and custom clearance of import shipments,
- Preparing export documents
- Preparing prices for imported goods
- Making system documents for goods which is imported

Finance and account assistant officer February 2010-December 2020),

- Creating and sending payments, domestic and international payments
- Bookkeeping, arranging bookkeeping cards
- Collection of debts, accounts receivable and account payable,
- Communication with customers in order to arrange bookkeeping cards
- Communication with banks, evidence of loans, opening BG, LC.
- Processing Compensation and Cession
- Collect and enter data for various financial overviews

- Assisting in creating financial reports

Administrative assistant (april 2008-February 2010):

- Answer and direct phone calls, Maintain contact lists
- Organize and schedule meetings and appointments
- Reply to email, telephone or face to face enquiries
- Maintaining the bank daily transaction
- Processing the incoming invoices
- Making orders for employers needs

Education :

- Oktomvri 1999-Noemvri 2004

University St.Kliment Ohridski -Faculty for customs and spedition Ohrid

Economist for Custom and spedition

- Septemvri 1995-Juni 1999

Secondary school " Gorgi Naumov" compartment Automation and computer technology

- Licence for accountant issued by ISOS January 2017.
- Certificate for licensed custom officer April 2021

Skills and interests:

- Language skills

- Macedonian, Native
- English
- German primary.
- Serbian and Croatian

- **Computer Skills:**

- Microsoft Office
- Internet
- Accounting Programs Luca, Mcs Expert
- E-banking

- Trainings:

- Participation in USAID Factoring Project Septemvri 2018
- Training for communication skills organized by Simbiotika January 2015
- Training for communication in conflict situation
- Training for depth collection organized by CEED Macedonia April 2013-Juni 2013
- Courses for English language in Big Ben Bitola 2005-2007

Personal qualities:

- Communicative,
 - Flexible,
 - Honest
 - Problem solving skills
 - Ability to work in harmony with co-workers
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- Driving licence B category – active driver
 - Interest: Banking, Reading, Child Care, Travelling, Aerobics, Cooking etc.
 - LinkedIn Profile: www.linkedin.com/in/irena-dimovska-48226745