



Igor Ralevski

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WORK EXPERIENCE

Payment Operations Department

Stopanska Banka AD Skopje [07/04/2021 – Current]

City: Bitola

Country: North Macedonia

- Opening home / foreign currency accounts of individuals / legal entities
- Completing, checking and updating the relevant documentation for home / foreign currency accounts of individuals / legal entities
- Preparation of payment instruments for international payment operations - payments
- Daily updating of statements from domestic and foreign banks
- Preparation of foreign exchange statements and completing them with appropriate documentation
- Performing on-demand tasks and directions from higher instances (eg reviews, reports, analyzes, etc.)
- Other work responsibilities at the request of the Head of the Department and / or the Board of Directors.

Administration

Zhan Mitrev Klinik [01/11/2018 – 24/04/2019]

City: Skopje

Country: North Macedonia

- Professional relationship with patients
- Admission, service and referral of patients
- Preparation of medical documentation, medical portfolio
- Update system data
- Creating a schedule and sequence of terms
- Telephone operator 24/7
- Collection of bills
- Cooperation and communication with insurance companies

Telephone Operator - Agent

Rothstein international development [01/01/2017 – 31/03/2017]

City: Bitola

Country: North Macedonia

- Market research
- Communication and building a professional relationship with clients from the European Union
- Data collection
- Compiling a business portfolio
- Research of different business sectors.

Hospitality

Instinkt Bar, Simbol Bar, Night club HUSH

City: Bitola

Country: North Macedonia

- Barmen
- Manager
- Waiter

Practical job

Biznis Kreativ

City: Bitola

Country: North Macedonia

EDUCATION AND TRAINING

Master Degree - Economics and Management

International Slavic University - "Gavrilo Romanovich Derzhavin" [01/11/2020 – Current]

Address: Novachki pat, 7000 Bitola (North Macedonia)

University Degree - Economics and Management

International Slavic University - "Gavrilo Romanovich Derzhavin" [01/09/2015 – 01/10/2020]

Address: Novachki pat, 7000 Bitola (North Macedonia)

High School Diploma

SOU "Josip Broz Tito" [01/09/2009 – 25/05/2013]

Address: Bulevar 1vi Maj, 7000 Bitola (North Macedonia)

Elementary school

OU "Dame Gruev" [01/09/2001 – 10/06/2009]

Address: Goce Delchev 7, 7000 Bitola (North Macedonia)

LANGUAGE SKILLS

Mother tongue(s):

Macedonian

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

German

LISTENING A1 READING A1 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Russian

LISTENING A1 READING A1 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

DIGITAL SKILLS

Microsoft Office: Word, Excel, Access, Power Point, Outlook.

DRIVING LICENCE

Driving Licence: B

PROJECTS

9 FOR LIFE / VIP 4 YOU

[15/11/2020 – Current]

Those are two new startup businesses. I'm part of a new network marketing, working with many young, ambitious and educated people.

www.9foryou.com

www.vip4you.com

HOBBIES AND INTERESTS

Investments and learning the Stock Market

I'm interested in Economics, Finance and Investments.

Every day I'm learning something new about how the world is rapidly growing. I can say that every young man needs to invest in his future. Because of that I started to invest. With already 1.5 years of holding my diversified portfolio I can say that I'm already an experienced investor and trader.

Reading books

As an economist I'm interested in reading and following books of very popular finance advisors, economists and successful people.

My home library contains books from Grand Cardone, Jordan Belfort, Robert Kiyosaki, Ray Dalio, Toni Robbins etc.

Fitness and playing Handball

COMMUNICATION AND INTERPERSONAL SKILLS

Few words about my character

Capacity to investigate, verify facts and produce accurate data. Ability to communicate and solve problems within teams. Critical thinking and visualization ability. Managerial skills (in terms of time, risk, team, etc.). Communication skills. I have effective spoken and written communication. I am able to communicate with my own colleagues, superiors, clients.

Motivational letter

I consider myself a highly motivated, determined and confident person. I always strive to improve and supplement my knowledge, but also to implement the same through assigned tasks and responsibilities throughout the work process. Over the years with my work experience I gained a lot of different skills, I learned to work in a dynamic environment under pressure, teamwork, attitude towards superiors and colleagues. I think I can contribute a lot to your company or organization, along with my determination, ambition and organizational and planning skills.