

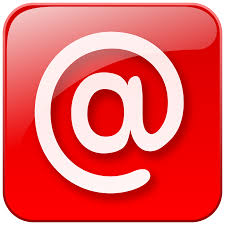
**Biljana Stamboliska Nikolovska**

ABOUT ME

A high level of personal responsibility, respect for the opinion of others, openness and strength for lifelong learning are part of my personality.

Experience

CONTACT

 biljana.stamboliska@gmail.com

 + 389 78 714 500

GENERAL MANAGER

Mega Aroma (2015 – March 2018)

* Expanding the business of the company with new branch
* Communication with new potential supplier and asking for offers
* Responsible for opening a new store: location, equipment, logo, promotion
* Providing legal documentation, permits and certificates
* Recruiting employees
* Marketing and promotion

EDUCATION

[Ss Cyril & Methodius University Skopje, Faculty of Economics (2002–2006)](https://www.linkedin.com/search/results/index/?keywords=Ss%20Cyril%20and%20Methodius%20University%20in%20Skopje%2C%20Faculty%20of%20Economics-Skopje&lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base%3Bfb1FinKMQn2HyjOAIbAESg%3D%3D&licu=urn%3Ali%3Acontrol%3Ad_flagship3_profile_view_base-background_details_school)

[B.Sc. Economics - Management](https://www.linkedin.com/school/14920/?legacySchoolId=14920)

SALES MANAGER

Mega Aroma (2013 - 2015)

DSEU Jane Sandanski, Bitola

(1998 - 2002)

* Analysis, planning, organizing and increasing sales
* Presentation and closing dealswith big clients
* Visiting international fairs in search of new suppliers and business partners.
* Increasing business with new products
* Communication with suppliers (domestic and foreign), arranging prices and conditions for cooperation
* Planning and organizing the process of import
* Document preparation and tender participation

High school - Economics

CERTIFICATES & TRAINING

SCRUM MASTER ACCREDITED CERTIFICATION ™

Finished courses at Scrum Master Accredited Certification Program

<https://www.scrum-institute.org/International_Scrum_Institute_Certificate_Validation_Tool.php?AUTHORIZED_CERTIFICATE_ID=74938724839128>

**Biljana Stamboliska Nikolovska**

CERTIFICATES & TRAINING

Basic knowledge of : HTML5, CSS3, PHP, Laravel, MySql, Bootstrap 4, JavaScript, jQuery,Working with GitHub

You can find my finished projects on:

<https://github.com/BiljanaStamboliskaNikolovska>

**GitHub username:** BiljanaStamboliskaNikolovska

Volunteer Experience

* Creating an existing customer database
* Аnalysis of the client's financial condition and anticipation of its expectations
* Analyzing and organizing daily route of each distributor
* Budget managing and increasing the solvency of the company
* Communication with the clients on dally base
* Planning and organizing business trips
* Domestic and international payment operations
* 
* 28/5000
* devizniplaḱanjavostranstvo
* foreign currency payments
* 28/5000
* devizniplaḱanjavostranstvo
* foreign currency payments

OFFICE ASSISTANT

Mega Aroma (2012 – 2013)

Experience

LANGUAGES

English: Excellent level of knowledge

Professional Skills

**Customer relations:**

C:

**Management and planning:**

**Budgets and finance:**

**HR management:**

**Accounting:**

VICE PRESIDENT OF MACEDONIAN RED

CROSS YOUTH

Macedonian Red Cross (1999 – 2002)

EXPECTATION

Developing my personal and professional skills by inspiring teamwork in a collegial environment.

Building knowledge and experience in contact with outstanding experts