Elena Jovanovska

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Languages:

English

**Summary of Qualifications**

Skilled in data processing and documentation analysis.

Knowledgeable of microsoft office package

**Work Experience**

Аrchivist Аssistant

Private Cadastre Geo Balkan DOOEL Bitola

June 2010 – working

**Key Qualifications & Responsibilities**

Processed company documentation

Compiled and analyzed company documentation

Communicated with clients on a daily basis and ensured excellent customer service.

Аrchiving documentation for external,internal companies and human resources.

Providing and analyzing customer data.

**Education:**

Elementary School- Dame Gruev Bitola:1994-2002

High school -SOZU Kuzman Shapkarev:2003-2006

Faculty of administration and information systems management - FAMIS

2006- faculty on hold

**Activities:**

Volunteer – YMCA Bitola non profit organization

**Personal Profile Statement:**

Motivated,adaptable and responsible,customer-focused approach to work and a strong drive to see things through to completion.