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**CV**

PERSONAL DATA

**Name and surname Biljana Petkovska**

**Address St.”Lerinska”** **no. 47-28 Bitola**

**Phone 075/731-287**

**Email biljana.anevska@hotmail.com**

**Nationality Macedonian**

**Date of birth 14.07.1991**

**EDUCATION AND TRAINING**

**Date (from - to)** 2010 - 2014 undergraduate

Studies University "St. Kliment

Ohridski "Faculty of Economics – Prilep

Accounting, Finance and Audit (GPA 9.70)

-Name of graduation work

"Long-term securities in the capital market"

**WORKING EXPERIENCE**

* **Practice in private accounting office for 3 months through the internship program of the ESA;**
* Making calculations
* Keeping business books
* Keeping analytical records of customers and suppliers
* Preparation of final accounts
* **6 month internship in a private company for customs brokerage**
* Preparing customs declarations
* Electronically application for import and export
* Archiving of customs documents
* **1 year in administration in a company producing ice cream Cermat Bitola**
* **5 Years in administration in Seavus Bitola – Office Assistant**
* Preparation of invoices,
* Preparing financial reports,
* Records the cash register,
* Archiving documents
* Preparation of inventory
* Accounting entry of bank statements
* Harmonization of financial cards to customers
* Preparing travel accounts
* Arranging compensation and confirmations
* Purchase of office supplies and documents
* Preparation of certificates for export
* Writing articles for the website of the company and Facebook Fan Page
* Communication through email addresses with clients
* Marketing activities
* Participation of flyers and leaflets in markets
* Coordinating distributors from other cities
* Coordinating orders from the central warehouse with ancillary warehouses
* Take care about everything in the office in Bitola

**MOTHER LANGUAGE** Macedonian

**OTHER LANGUAGES** English

**TECHNICAL SKILLS** Knowledge of Windows and Microsoft Office (Word, Excel, Power Point)

Corel Draw, Internet, computer accounting.

**OTHER SKILLS** Excellent organizational skills,

excellent communication skills, teamwork, creativity, reliability,

credibility, adaptability, collaboration, time management, critical thinking,

self-confidence, handling pressure,

leadership, strong work ethic.

Participating in seminars and conferences.

**HOBBY** Writing poetry

Co-author of the book of the workshop on writing Pegaz- 2004.

International co-author of a collection

poetry in Macedonian -

Symphony of heart-2014.

Winner of many awards for poetry readings and contests.