**Biljana Pindjurova**

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**­­­­­­Objective**

Ambitious person, looking for entry-level position and enjoys being part of, as well as leading, a successful and productive team. Analytical and hard - working person with practical hands -on approach, who always perseveres to achieve the best results. Excellent computer skills and swiftly identifies the root of any problem and develops an effective solution. Ability to manage and complete tasks to the highest standard, with immense attention to detail and within agreed deadlines

**Education**

**DSU Jane Sandanski High school** - Strumica

Graduated 2003

**Skills and qualifications**

* Continuously monitoring industry trends, technologies and standards
* Proactive, confident and with a positive "can-do" attitude.
* Excellent with Microsoft Office programmes;
* Good spoken and understanding Spanish language

**Relevant experience**

RiverSoft Computers, Strumica, Macedonia, [www.riversoft.com.mk](http://www.riversoft.com.mk) February, 2011 – March, 2013

Sale Representative

* Plan, develop and implement the general administrative services
* Update and maintain databases such as mailing lists, contact lists and client information
* Monitor and maintain store supplies as printers, scanners, fax machines, ribbons, toners, inkjet cartridges, drums, etc.
* Focuses sales efforts by studying existing and potential volume of dealers.
* Processing forms or applications to ensure accuracy and completeness, computing or verifies data, fees or payments, entering data and forwards or files paperwork.
* Prepare documents, email and file management. Create and maintain files in Microsoft Word and Excel, create PowerPoint presentation.