**Biljana Pindjurova**

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**­­­­­­Objective**

Ambitious engineer in the field of Computer Science and Technology, 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**

**Technical University of Sofia** – campus Plovdiv, Bulgaria

**Bachelor of Science, Major in Computer Systems and Technology**

Graduated 2009

**Skills and qualifications**

* Continuously monitoring industry trends, technologies and standards
* Proactive, confident and with a positive "can-do" attitude.
* Able to clearly communicate technical data to non-technical colleagues and clients.
* Good understanding in OOP, C, C++, PHP, HTML, CSS, PASCAL;
* Good with Adobe Photoshop and Corel Draw;
* Advanced knowledge in computer hardware;
* Excellent with Microsoft Office programs;
* 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

Office assistant

* 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.
* Create flyers and commercial materials in Adobe Photoshop and Coral Draw.

**Organisation skills and competences:**

2 Years in Student Council in Technical University of Sofia – branch Plovdiv

- resolving problems and students interest