



Yoana Andreeva

DETAILS

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Date/Place of birth

23.05.2004
Stara Zagora, Bulgaria

Nationality

Bulgarian

LANGUAGES AND SKILLS

Bulgarian- Native

English- B2

German- B1

Microsoft Office - experienced

Passos – experienced

Microinvest Delta Pro – skillful

EDUCATION

National Trade and Banking High School

Diploma za specialno zavarsheno sredno obrazovanie
Sept. 2018 - May 2023, Sofia Bulgaria

- Enrolled in the Bulgarian diploma programs
- Profile: E-commerce with English language
- grade 10 (GPA 6.00) and grade 11 (GPA 6.00)
- PEN Worldwide Certificate

EMPLOYMENT HISTORY

Babysitter

Oct. 2022 – present, Sofia Bulgaria

- Playing educational games and reading books
- Child development
- Learning hygiene habits
- Preparing food, feeding

Operational accountant, AFC Bulgaria

Apr. 2022 – Sep. 2022, Sofia Bulgaria

- Preparing orders for payments to suppliers
- Revenue and expense accounting, issuing invoices
- Preparing VAT declarations
- Accounting of business trips orders
- Preparing reports on account balances and transactions about suppliers and customers

Animator, Mr. Pizza

May 2021 – Aug. 2021, Sofia Bulgaria

- Decorating for celebrations
- Caring for children 1-12 years
- Providing a safe and friendly environment
- Organizing and leading children's parties