

A committed auditor with an ability to generate and implement effective auditing procedures and also to evaluate accounting systems for efficiency. Having a successful track record of checking a companies financial records, bookkeeping and accounting methods to identify efficiency improvements that maximise an assignments profitability.

AREAS OF EXPERTISE:

- Internal auditor
- Internal controls
- Accounting methods
- Financial report writing

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WORK EXPERIENCE

SENIOR AUDIT ASSOCIATE & ACCOUNTING AND TAX CONSULTANT

Rafajlovski Consulting & Audit

2010-CURRENT

Skopje, Macedonia

Duties:

- Audit of financial reports;
- Preparation of investment programs and business plans;
- Assistance in preparation of educational seminars;
- Lecturer on the educational seminars;
- Consultant in the area of accounting, taxes and finances.

INTERNSHIP AT THE DEPARTMENT UNTARIFF OPERATION

Customs Administration of the Republic of Macedonia

2009-2010

Skopje, Macedonia

Duties:

- Processing of requests for initiation customs procedures for import of counterfeit goods.

INTERNSHIP AT THE DEPARTMENT FOR ISSUING ATA CARNET AND CERTIFICATES OF ORIGIN

Economic Chamber of Macedonia

2010-2010

Skopje, Macedonia

Duties:

- Processing of requests and issuing ATA carnets and certificates of origin.

PERSONAL SKILLS

- Decision making;
- Thinking creatively to solve complex problems;
- Able to handle multiple tasks, work quickly and well under pressure;
- Strong work ethic;
- A proven high performer and quick learner;
- Team player.

PROFESSIONAL SKILLS AND COMPETENCES

- An excellent understanding of auditing techniques;
- Experience within an Internal or External audit environment;
- Analytical and methodical when approaching problems;
- A comprehensive knowledge of professional auditing and accounting standards and guidelines;
- Numerical skills;
- PC literacy: Microsoft Windows (3.10, 3.11, 95, 98, ME, 2000, XP) and MS office (Word, Excel, Power Point); Internet, Web Design (Adobe Dreamweaver, Flash);
- English speaker;
- Driving license.

ACADEMIC QUALIFICATIONS

- **BSc (Hons) Accounting, Auditing and Finance** 2006 - 2010
Faculty of Economics, St. Cyril and Methodius University, Skopje, Macedonia
- *Certificate for participation and organization of the training companies fair*
(Project of the Austrian government and the Ministry of Education and Science of Macedonia)
- *Certificate for Internship*
(Economic Chamber of Macedonia, June-July, 2010)
- *Certificate for Internship*
(Customs Administration of Macedonia, August, 2009)

ADDITIONAL INFORMATION

- Article published in the daily newspaper "Vreme" in the Business Info section for economic benefits of developing alternative tourism.

REFERENCES

- Available on request.