

An accurate, detail focused and meticulous individual who has extensive knowledge of accounting principles. Her key strengths lie in her ability to bring order to an office, follow procedures and keep accurate financial records, as well as the ability to quickly learn and understand the accounting systems.

#### AREAS OF EXPERTISE:

- Office procedures
- Customer invoices
- Completing payment runs
- Compiling daily statistics
- Data manipulation

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## WORK EXPERIENCE

### ACCOUNTING ASSISTANT

*Rafajlovski Consulting & Audit*

Duties:

1998-CURRENT

Skopje, Macedonia

- Carrying out general accounting and administrative duties as necessary;
- Processing accounts payables and receivables as needed;
- Maintaining accounting documents and records;
- Posting supplier invoices to the accounts system;
- Providing accounting and clerical support to the Accountant.

## PERSONAL SKILLS

- First aider;
- Good team player;
- Attention to detail.

## PROFESSIONAL SKILLS AND COMPETENCES

- Experience of bookkeeping;
- Experience of working to deadlines and familiar in working within a busy, fast paced office environment;
- Able to complete mathematical calculations easily;
- Familiar with the accounting and admin requirements of a firm;
- Able to work closely with others both inside and outside of the organization;
- Working knowledge of office and accounting practices and procedures;
- English speaker;
- Numerical skills;
- PC literate;

## ACADEMIC QUALIFICATIONS

- ▶ *High School Degree* **1990 - 1994**  
(Josip Broz Tito High School, Skopje, Macedonia)

## ADDITIONAL INFORMATION

**Certificates:**

- ▶ Protection and safety at work;
- ▶ MS Office online course (accounting tools);
- ▶ CPE basic courses.

## REFERENCES

- ▶ Available on request.