|  |  |
| --- | --- |
| EUROPEAN CURRICULUM VITAE FORMAT http://www.jobs.bg/images/eok_flag.gif |  |
| **Personal Details** |  |
| First name(s) / Surname(s) | **Petya Dimitrova** |
| Phone | 0887131148 |
| E-mail | **petya\_dimitrova@hotmail.com** |
| Nationality | Bulgaria |
| I live in | **Sofia**/Bulgaria |
| Birth date | **22.05.1990** |
| Gender | **Female** |
| **Work Experience** |  |
| Dates | **February 2013 - till now** |
| Occupation or position held | Administrative assistant |
| Main activities and responsibilities | -Responsible for work organization, for communication with customers and partners, organizing meetings, company’s events.  -Responsible for preparation of company’s documents (offers, contracts, NDA, annual reports etc.).  -Time scheduling.  -Communication with governmental institutions, banks, non-profit organizations.  - Working with CMS and CRM systems. -Supporting the accounting.  -Responsible for the staff salaries and staff managing. |
| Name of employer | Thunder Box Ltd. |
| Location | Sofia |
| Type of business or sector | Marketing/Advertising/PR |
| Dates | **March 2013 - April 2013** |
| Occupation or position held | Intern "Foreign curruncy transfers" |
| Main activities and responsibilities | - Working with the bank software. - Processing and archiving currency transactions. |
| Name of employer | United Bulgarian Bank |
| Location | Sofia |
| Type of business or sector | Banks and credit |
| Dates | **August 2012 - September 2012** |
| Occupation or position held | Intern |
| Main activities and responsibilities | Responsible for preparation and archiving documents. Working with the bank software. |
| Name of employer | International Asset Bank |
| Location | Sofia |
| Type of business or sector | Banks and credit |
| Dates | **July 2012 - August 2012** |
| Occupation or position held | Intern "Customer service" |
| Main activities and responsibilities | - Responsible for communication with customers and offering the bank products.  - Responsible for preparation and archiving documents. - Working with the bank software. |
| Name of employer | Raiffeisen Bank - Bulgaria |
| Location | Gorna Oryahovitsa |
| Type of business or sector | Banks and credit |
| Dates | **June 2010 - September 2011** |
| Occupation or position held | Office assistant |
| Main activities and responsibilities | -Customer service -Responsible for communication with customers and partners, organizing meetings.  -Responsible for preparation company’s documents (offers, contracts, invoices, annual reports etc.). |
| Name of employer | Veterinary clinic D-r Dimitrov |
| Location | Gorna Oryahovitsa |
| Type of business or sector | Healthcare |
| **Education and training** |  |
| Dates | **October 2013 - July 2015** |
| Title of qualification awarded | Finance with Specialisation in Banking and International Finance |
| Principal subjects/occupational skills covered | Banking, Banking management, Financial management |
| Name and type of organisation providing education and training | University of National and World Economy |
| Location | Sofia |
| Level | Master's degree |
| Dates | **September 2009 - July 2013** |
| Title of qualification awarded | International economic relations |
| Principal subjects/occupational skills covered | - International economy, business, marketing and management. - Mathematics, Business English and German languages. - Accounting, Finance, International finance. |
| Name and type of organisation providing education and training | University of National and World Economy |
| Location | Sofia |
| Level | Bachelor's degree |
| Dates | **September 2005 - May 2009** |
| Title of qualification awarded | High school degree |
| Principal subjects/occupational skills covered | English, German and mathematics. |
| Name and type of organisation providing education and training | Secondary school for foreign languages "Prof. d-r Asen Zlatarov" |
| Location | Veliko Tarnovo |
| Level | Secondary school |
| Additional Courses | TOEFL (2013) |
| **Personal skills and competences** |  |
| Mother tongue: | **Bulgarian** | | |
| Languages | |  |  |  |  | | --- | --- | --- | --- | |  | **Comprehension** | **Speaking** | **Writing** | | **English** | Fluent | Fluent | Fluent | | **German** | Intermediate | Intermediate | Intermediate | |  |  |
| Computer skills and competences | - Excellent abilities for working with Microsoft Office™ (Word™, Excel™ and PowerPoint™); - Basic abilities for working with PhotoShop™; - Basic abilities for working with Wordpress; - Excellent work with Internet. |  |  |
| Other skills and competences | - Good communication and writing skills suitable for the business environment.  - Good command for working with people. - Good managing and scheduling of time.  - Well budgeting.  - Working with people in a team.  - Managing staff.  - Responsibility and organisational skills. Helpful and reliable. Learning and gain experience from every kind of situation or work. |  |  |
| Driving License | B |  |  |
| Additional information | Working as a freelance translator for different projects from 6 years. |  |  |
|  |  |  |  |