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| EUROPEAN CURRICULUM VITAE FORMAThttp://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 |

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|   | **Comprehension** | **Speaking** | **Writing** |
| **English** | Fluent | Fluent | Fluent |
| **German** | Intermediate | Intermediate | Intermediate |

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| 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. |  |  |
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