

PERSONAL INFORMATION

Maja Menkova



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Sex Female | Date of birth 24/06/1986 | Nationality Macedonian

WORK EXPERIENCE

October 2012- present

Finance Operations Advisor

University Ss.Cyril and Methodius, Faculty of Veterinary Medicine Skopje, st. Lazar Pop-Trajkov 5-7, 1000 Skopje, R. Macedonia (www.fvm.ukim.edu.mk)

- Financial planning (monthly, quarterly and annual),
- Year-end accounting
- Managing and control of the financial allocation and budgeting
- Control of income and outcome allocation
- Tax control and other legal obligations of the Institution
- Financial reporting to relevant institutions and higher management
- Analysis and control of rational spending of the financial resources of the Faculty in investment activities
- Financial management of an annual conference Days of veterinary medicine organized by the Faculty of veterinary medicine
- Conducting everyday accounting and finance operation tasks.

December 2009-June 2010

Project Assistant

Youth Entrepreneurial Service (YES) Foundation, Arhimedova street, 1000 Skopje, R. Macedonia, www.yes.org.mk

- Market research for the need of a new business incubator in Skopje, R. Macedonia
- Part of the market research team on the project Investment readiness of SMEs in 7 countries in the region, financed by SPARK
- Part of the organization team of the Global Entrepreneurship Week 2009
- Creating new entrepreneurial web site www.pretpriemac.com
- Full project life-cycle management (planning, implementing, monitoring and closing), contact with local community representatives, interested parties and media, creating contracts and preparing financial reports for the project Job creation through the support of SMEs sector, financed by SPARK, implemented in 4 regions in R. Macedonia: Stip, Strumica, Kumanovo and Tetovo.
- Creating a monthly newsletter for entrepreneurship called претприемач.мк (entrepreneur.mk) as addition to a local newspaper
- Organization of certified training in Java beginner level, Java advanced, ASP. Net and Ado. Net for students as part of a project initiated by YES with the goal to increase the level of certified students in the field of IT in order to help them with future employment
- Everyday communication with business incubator tenants and members of the business incubators virtual network, execution of everyday tasks in managing the business incubator in close cooperation with other members of the management team

Business or sector Non-profit, Business incubator

EDUCATION AND TRAINING

2010-2015 **M.Sc. Project Management**
 University “Ss. Cyril and Methodius”, Faculty of Electrical Engineering and Information Technologies

- Project management, Management of information systems, Project analysis, E- marketing, Basics of copyright, Time management, Leading projects, management and communication, Project documentation

Master thesis “Project Management Office and its application in higher education in the Republic of Macedonia”

2005-2009 **B.Sc. E-business**
 University “Ss. Cyril and Methodius”, Faculty of Economics

- Marketing, management and information technology (studies held in English)

Undergraduate thesis “Building a website for an entrepreneurial website www.preptiemac.mk ”

PERSONAL SKILLS

Mother tongue(s) Macedonian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English language	C2	C2	C2	C2	C2
Russian language	A1	B1	A1	A1	A2
In the process of acquiring a certificate.					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- Good communication skills are part of my extrovert personality. I have also had few trainings in communications skills. Both my previous job as well as my current job position require a lot of communication with both higher management in and out of the institution, communication with clients as well as partners.

Being a part of the annual conference organized by the Faculty of Veterinary medicine, has helped me gain more confidence when communicating with people from different countries, cultures and professions.

Job-related skills

- Planning (responsible for monthly, quarterly and annual budget planning)
- Prioritization (prioritizing spending, investments, daily tasks)
- Time management (meeting deadlines)
- Detail orientation
- Administrative skills (documentation handling and management)
- Team work (cooperative, creative, problem solver)
- Analytical skills (financial analysis, as part of my everyday tasks)

Other skills

- Multitasking: working on various projects at one time and on different tasks as a financial operations advisor, I have gained a skill to work on multiple tasks
- Identifying and problem solving skills, analytical approach to tasks

Driving licence B category

ADDITIONAL INFORMATION

- Conferences** Part of the Financial Management team of an annual conference Days of veterinary medicine, organized by the Faculty
- Courses** Four-day training in “Social media in democracy”, organized by Metamorphosis Foundation
Four-day training in “Digital storytelling”, organized by Metamorphosis Foundation in Ohrid
“Design, prepare and submit a project to EU IPA funds”, organized by FOSIM, training delivered by Center for business counseling, Osijek
Project Preparation for IPA instrument, IPA Training Centre, Secretariat for European Affairs
- Certifications** Certified CISCO training “Starting a business” Certificate of Achievement for “Starting a business” coursework
Accounting for national (budget) institutions

ANNEXES

- Copies of official transcript and diploma from both undergraduate and graduate studies;