

Curriculum Vitae



Personal information

Surname(s) / First name(s) **Dimeska Verce**
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Nationality Macedonian

Date of birth 18.04.1977

Gender Female

Occupational field

SOHO Partner in EVN Macedonia AD

Work experience

Dates September 2014 - 2018

Occupation or position held SOHO Partner, FO officer

Main activities and responsibilities Direct communication with customers, follow up requests, complains and other form of written communication with the company. All forms of verbal communication with customers, link between the company and the customers. Following the laws of the country and the procedures of the company while providing quality information to customers.

Name and address of employer EVN Macedonia AD Skopje, ul. "11-ti Oktomvri" br. 9, 1000 Skopje

Type of business or sector Electricrodistribution company

Dates 2010- 2014

Occupation or position held	Office assistant in PCE ViK Prilep,
Main activities and responsibilities	Assisting the General manager of the utility with the preparation of the documentation. Sending, receiving the e-mail, written mail, organizing meetings, translation on meetings Macedonian - English and reverse, translation of the documentation, working on the project documentation in which the utility is involved etc.
Name and address of employer	JKP "Vodovod I kanalizacija" Prilep st. Aleksandar Makedonski bb Prilep, Republic of Macedonia
Type of business or sector	Public utility
Dates	2009 - 2010
Occupation or position held	Office assistant in PCE ViK Prilep, for the Project Technical Assistance for Preparation of Investment Project for Wastewater Collection and Treatment in Prilep crus2009 1218-927 EuropeAid/1272411C/SERIMK
Main activities and responsibilities	Organization of and translation of the documentation and translation on the meetings, organizing meetings, presentations, archiving the office documentation, etc.
Name and address of employer	EPTISA-CES
Dates	2008 -2009
Occupation or position held	Office assistant in Institutional Program Prilep, part of the Water Supply Project Prilep financed in cooperation of the Governments of Republic of Macedonia and Federal Republic of Germany trough KfW
Main activities and responsibilities	Organization of all activities in the office, supply of the necessary office equipment, translation of the documentation and translation on the meetings, organizing meetings, presentations, archiving the office documentation etc.
Name and address of employer	Cees Vulto Consulting, Nederland
Type of business or sector	Consulting
Dates	To 2008
Occupation or position held	I worked as florist, sales person, receptionist in a hotel, volunteer in Youth Council Prilep ets.
Education and training	
Dates	In 2005

Title of qualification awarded	Graduated Economist									
Principal subjects/occupational skills covered	International economy									
Name and type of organization providing education and training	Faculty of Economy – Prilep Ss. Climent Ohridski University in Bitola									
Level in national or international classification	VII – Graduate Economist – International economy - College education									
Personal skills and competences										
Mother tongue(s)	Macedonian									
Other language(s)										
Self-assessment										
<i>European level (*)</i>										
English	Understanding				Speaking				Writing	
	Listening		Reading		Spoken interaction		Spoken production			
	C1	Expert	C1	Expert	C1	Expert	C1	Expert	C1	Expert
German	B1	Independent Speaker	B1	Independent Speaker	B1	Independent Speaker	B1	Independent Speaker	B1	Independent Speaker
	<i>(*) Common European Framework of Reference for Languages</i>									
	<i>Cambridge certificate ESOL Level 2</i>									
Social skills and competences	Team work: I have worked with various types of teams. Mediating skills: Part of my work and character is intermediation between young people and older colleagues. We have achieved amazing results in the realization of all types of activities. Result of our work is the successful realization of the Water Supply Project in Prilep. Intercultural skills: I am experienced in working in different environment and with people from different cultural, religious or national groups.									
Organizational skills and competences	Whilst working as office assistant in the Institutional Program Prilep. Part of the activities as assistant was organizing presentations, meetings, debates; archiving the documentation and cooperation with the employees in the preparation of documentation and presentations.									

Technical skills and competences

Having excellent memory, high sense of hyena and order, I was trained in the utility for archiving the documentation and still working as replacement of the archivist of the utility.

Computer skills and competences

Competent with most Microsoft Office programs (Word, Excel, Power Point, Publisher), excellent use of internet.

Driving license

B category

Additional information

Until my engagements in the Project I was working as receptionist in a hotel, which required organizations of rooms and guests in the hotel. I have excellent communication skills; don't mind working in various environments, from cultural, religious or any other point of view. During the studies I was part of Youth Council of Prilep as part of many project conducted from the nongovernmental organizations.

The expirience gained from projects and the public utility worker helped me develop skills and expirience as administrative workerand preparation of documentation like:

- The Busines Plan 2010 – 2014 of PCE ViK Prilep, HACCR of the utility
- The Annual Investments and Action Plan of the utility for the years 2011, 2012, 2013, 2014.
- Working on the preparation and translation of the questionares for the projects:
 - Well plant Begova livada – construction of Pressing pipeline (from collection manhole to the connection point of the main water supplying network) with installation of the necessary hydro mechanical equipment and electrical supply with signalization Project number: 56/I, ГПХ – 038/2 – 02/10
 - Construction of part of the network for fecal sewerage with system for pre –treatment of the waste water in village Golemo Konjari and construction of network for fecal sewerage with system for pre – treatment of the waste water in village Kanatlarci Project number: 56-II, ГПХ_038/2_02/10
 - Water and Sewerage Programme Macedonia, Phase II, within the financial cooperation between Republic of Macedonia and Federal Republic of Germany.