

# dana cvetkoska

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## PROFILE

Peyroll accountant and finance advisor with various types of clients of 14+ years / preparation of tax and financial reports / excellent knowledge of macedonian gaap and policies / expertise in all aspects of accounting, including accounts payable, accounts receivables, bank reconciliation and tax accounting / solid knowledge of tax, accounting, labor and trade law / good understanding of financial matters in companies / maintaining solid records / Problem analysis and solving / business planning and cost reduction experience

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## EXPERIENCE

### **Payroll specialist/ certified accountant / advisor- GORDELA Accounting and tax consalting, Bitola BITOLA 2001-2016**

- Registering and deregistering employess in labor agency, creating agreements and other documents, payroll accounting of basic salary and additions
- Administer preparation of financial reports, including statement of financial position and income statement /contact with various government bodies, like IRS, national bank, statistics and others, with excelent knowledge of e-tax services and accountinf software / responsible for business planning, contact with auditors, bank loans
- daily preparation of reports, tax forms and registering businesses (one of the agents with most registered companies in RM), this company is one of the oldest accounting companies in the region, with 25 years of experience in accounting and consulting

### **FINANCE MANAGER ON FINANCED PROJECT RAISING THE CAPACITY OF LOCAL NGO'S BITOLA 4/2005 - 6/2015**

Responsible for proper budget execution /project execution and reporting/ tax calculations / budget preparation and execution (part time)/ taking care of procurement process / contact with relevant institutions/ preparing reports on various projected tasks / track spending / advise on relevant business and legal practices/ preparing for external audit /preparation of progress and budget reports and budget presentations/technical support to the project with focus on finances

### **SUMNAL-Association for development of the Roma community in Macedonia 2011 -part time (Skopje, MK)**

Responsible for proper budget execution /project execution and reporting/ tax calculations / budget preparation and execution (part time / contact with relevant institutions/ preparing reports on various projected tasks / track spending / advise on relevant business and legal practices/ preparing for external audit /preparation of progress and budget reports and budget presentations/technical support to the project with focus on finances)

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## EDUCATION

**Bachelor of Accounting, Finance and Audit 2003-2008**  
**Ekonomski Fakultet, Prilep, University St.Kliment Ohridski-Bitola**  
Graduated with 7 with focus on accounting.

**Master in accounting 2015 - ongoing**  
**Ekonomski Fakultet, Prilep, University St.Kliment Ohridski-Bitola**

**Institute of auditors and certified auditors -Skopje**  
**ongoing exams**

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## ACHIEVEMENTS

**Certified accountant by Ministry of Finance / certificate number**  
Certificate obtained among first issued by Ministry of Finance.

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### KEY SKILLS

Complex data creation and interpretation  
Various advanced accounting and finance software  
Effective communicator with a wide variety of people.  
Extremely fluent in the English Language  
Very proficient in the use of Computers  
Good organizational skills  
Good Team worker  
Can work under pressure

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### INTERESTS

Keen interest in foreign languages and travel. Single, willing to travel for work and study