

PERSONAL INFORMATION

Elena Puleska



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Sex Female | **Nationality** of the former Yugoslav Republic of Macedonia

JOB APPLIED FOR

Im seeking for employment in a company where i can use my abilities and skills and also a company that wil contribute towards upgrading myself

WORK EXPERIENCE

11/2015–Present

Floor Supervisor

Dustys, Dubai (United Arab Emirates)

- Overall responsibility about resolving customer complains regarding food service.
- Responsible for employees training's in food preparation, service sanitation and safety procedures.
- Responsible for assigning duties,responsibilities and work stations to employees in accordance with work requirements.

10/2014–11/2015

Waitress

Rainforest, Dubai (United Arab Emirates)

- Being an excellent listener, polite and having a friendly attitude.
- Having good memory.
- Having good communication skills in interacting with customers.
- Ability to work under stressful circumstances.
- Having costumer services skills.

06/2013–09/2014

Veterinary assistant

Pet Land, Prilep (former Yugoslav Republic of Macedonia)

- Monitoring and caring for animals after surgery.
- Helping provide emergency first aid to ill or injured animals.
- Maintaining and sterilizing surgical instruments and equipment.
- Collecting samples such as blood, urine or tissue for testing.
- Conducting routine laboratory tests.

EDUCATION AND TRAINING

2010–2013

Veterinary Assistant

SOU " Orde Copela", Prilep (former Yugoslav Republic of Macedonia)

2017

Certificate for attending training's for fire safety

2017

Certificate for attending training's for food safety

PERSONAL SKILLS

Mother tongue(s) Macedonian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Serbian	C2	C2	C2	C2	C2
Croatian	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Excellent communication skills
- Ability to work with limited time resources
- Well-developed sense for managing space and time

Job-related skills

- Ability to listen to other people's opinions.
- Flexibility in performing work tasks.
- Capable of identifying the existing problems
- Capable of contributing with new ideas that would help the company save money as well as further upgrading the company
- Capable for achieving good company service

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Basic user	Independent user

Digital competences - Self-assessment grid

- Proficient user of Microsoft office package tools