



Europass Curriculum Vitae

Personal information

Surname(s) / First name(s) Serafimova / Gergana Simeonova
Address(es)
Telephone(s)
Fax(es)
E-mail **gergana_serafimova@abv.bg**
Date of birth 11.03.1964
Gender Bulgarian
Nationality
Civil Status

Work experience

Date 09. 1982 - 02. 1983
Occupation or position held typist
Main activities and responsibilities
Name and address of employer Combine "Sofiisko pivo"
Type of business or sector
Date 02. 1983 – 09. 1983
Occupation or position held typist
Main activities and responsibilities
Name and address of employer SFU "Milk Industry"
Type of business or sector
Date 09. 1983 – 11. 1983
Occupation or position held Operator of electrical-calculated machines
Main activities and responsibilities
Name and address of employer Combine "Sofiisko pivo"
Type of business or sector
Date 11. 1983 – 11. 1987
Occupation or position held Operator of calculated machines
Main activities and responsibilities
Name and address of employer Brewery "Lylilin"
Type of business or sector
Date 08. 1995 – 08. 1996
Occupation or position held courier
Main activities and responsibilities
Name and address of employer Commercial Bank "Biohim"
Type of business or sector
Date 09. 1996 – 07. 2000

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|--------------------------------------|---|
| Occupation or position held | Technical executor Organizer MTS Accountant - cashier |
| Main activities and responsibilities | |
| Name and address of employer | 25 th Polyclinic -Sofia |
| Type of business or sector | |
| Date | 07.2000 – 02.2006 |
| Occupation or position held | Commercial manager Accountant |
| Main activities and responsibilities | Contact s with all contractors, form and preparation for sign on the contractions, participation in negotiations, control on activities in commercial targets, LWS, personnel staff, tracing and applying of normative documents and lows connecting with the activities in the company |
| Name and address of employer | Firm "Kartel 97" |
| Type of business or sector | |
| Date | 02.2006-02.2009 |
| Occupation or position held | inspector |
| Main activities and responsibilities | |
| Name and address of employer | VTU "St. St. Kiril I Metodii" |
| Type of business or sector | Master's programme with Economical Institute of BAS |
| Date | 03.2009 to now |
| Occupation or position held | expert |
| Main activities and responsibilities | |
| Name and address of employer | Economical Institute of BAS |
| Type of business or sector | |

Education and training

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| Date | 1979-1982 |
| Title of qualification awarded | Stenographical secretary Typist |
| Principal subjects/occupational skills covered | |
| Name and type of organisation providing education and training | School "Stenography and Typewriting" |
| Date | 1985-1988 |
| Title of qualification awarded | Eye optician |
| Principal subjects/occupational skills covered | |
| Name and type of organisation providing education and training | College of precision/fine mechanics and optics |
| Date | 1994-2000 |
| Title of qualification awarded | Master's degree: engineer manager |

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|--|---|
| Principal subjects/occupational skills covered | |
| Name and type of organisation providing education and training | Technical University - Sofia |
| Date | 2001-2003 |
| Title of qualification awarded | Master's degree : economics – subject "finances" |
| Principal subjects/occupational skills covered | |
| Name and type of organisation providing education and training | VTU "St. St. Kiril I Metodii" - Master's programme with Economical Institute of BAS |
| Date | |
| Title of qualification awarded | |
| Principal subjects/occupational skills covered | |
| Name and type of organisation providing education and training | |
| Date | |
| Title of qualification awarded | |
| Principal subjects/occupational skills covered | |
| Name and type of organisation providing education and training | |
| Date | |
| Title of qualification awarded | |
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| Name and type of organisation providing education and training | |
| Date | |
| Title of qualification awarded | |
| Principal subjects/occupational skills covered | |
| Name and type of organisation providing education and training | |
| Date | |

Title of qualification awarded
 Principal subjects/occupational skills covered
 Name and type of organisation providing education and training

Personal skills and competences

Language(s)
 Self-assessment
 European level (*)

English, Russian,

| Understanding | | Speaking | | Writing | |
|---------------|---------|--------------------|-------------------|---------|--|
| Listening | Reading | Spoken interaction | Spoken production | | |
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| | | | | | |

English
Russian

(*) Common European Framework of Reference for Languages: 1-Excellent, 5-Poor

Social skills and competences

Organisational skills and competences

Computer skills and competences

Other skills and competences

Driving licence

Additional information

Annexes