**Iveta Nikolova** Email: **iveta.topkaroff@gmail.com**

# Personal Details

First name: **Iveta**

Last name: **Nikolova**

Gender: **Female**

Birth date: **17.09.1984**

I live in: **Sofia/Bulgaria**

# Work Experience

Period: **March 2020 – till now**

Job Title: **Transcription project**

Company/Organization: **Eccellente Pvt.**

Location: **India**

Period: **November 2019 - March 2020**

Job Title: **Transcription project**

Company/Organization: **Green Crescent Ltd**

Location: **USA**

Period: **January 2017 – March2020**

Job Title: **Associate European Projects**

Company/Organization: **SOFINVEST**

Business sector: Architecture and construction Location: Sofia

Company size: 100 - 300

Period: **July 2019 - September 2020**

Job Title: **Bar manager**

Company/Organization: **Windis**

Business sector: Food and Beverage Location: Sinemorets

Company size: 10 - 20

Salary: 2400 BGN

Period: **December 2014 - January 2017**

Job Title: **Manager**

Company/Organization: **IVEMVI**

Business sector: Sports and recreation Location: Sofia

Company size: from 5

Salary: 2400 BGN

Period: **April 2012 - November 2014**

Job Title: **Co skipper**

Company/Organization: **Wind and Water**

Business sector: Sports and recreation Location: Greece

Company size: 10 - 20

Period: **March 2010 - December 2011**

Job Title: **Office manager**

Company/Organization: **Tetragon Ltd.**

Business sector: Architecture and construction Location: Lukovit

Company size: 10 - 20

Period: **September 2007 - March 2010**

Job Title: **Office manager**

Company/Organization: **Pro EcoEnergia Ltd**

Business sector: Renewable energy sources/ Energy and utilities

 Location: Sofia

Company size: 10 - 20

# Education

Period: **February 2011 - November 2015**

Level: Doctorate

School: **University of Forestry**

Location: Sofia

Principal subjects/occupational

skills covered:

Investments in renewable energy projects

Period: **September 2014 - October 2014**

Major: **SRC VHF course**

Level: Professional

## School: RYA - Royal Yachting Association

Location: Greece

Principal subjects/occupational

skills covered:

Marine radio

Period: **October 2014 - October 2014**

Major: **STCW 95**

Level: Professional

School: **Varna Naval Academy**

Location: Varna

Principal subjects/occupational

skills covered:

Survival at sea, Medical care, Firefighting, Social responsibilities

Period: **April 2012 - May 2012**

Major: **Day skipper**

Level: Secondary school

## School: RYA - Royal Yachting Association

Location: Greece

Principal subjects/occupational

skills covered:

Sailing

Period: **September 2007 - April 2009**

Level: Master's degree

School: **University of Forestry**

Location: Sofia

Period: **September 2003 - June 2007**

Level: Bachelor's degree School: **University of Forestry**

Location: Sofia

# Languages

Mother tongue: **Bulgarian**

**Comprehension Speaking Writing English** Fluent Fluent Fluent **German** Intermediate Intermediate Intermediate

# Skills

Computer Skills: **MS Windows, MS Office, Golden Software Didger 4, Photoshop CC 2018**

## Skills: Communicative, positive, team player, ten fingers method typing

Managed people: **Yes (8)**

Driving License: **Yes**

Categories: **B, M**

# Additional Courses and Certificates

Additional Courses: Technical manager in civil engineering, April 2019, Diploma #044432; Certified Risk Manager (CRM), Intertek, September 2017, Certificate #506351; QMS Auditor, Intertek, April 2017, Certificate #505982;

English course at British Council (5c Upper-Intermediate);