

Elena Todorova

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Work Experience:

MM Consult Ltd

August 2008 – present
Sofia, Bulgaria

Business and Financial Analyst – Business Analysis; Competitive Intelligence; Development of Business Plan, Management strategies, Definition of growth opportunities and processes. Support during financial modeling.

General Electric Commercial Finance

August 2007 – May 2008
Sydney, Australia

Financial Accountant– Balance sheet analysis, Reporting, Accounting, month-end processes; managing the systems from Finance perspective; **Controllership**: General control over the products (loans, finance and operating leases); Account reconciliation, FAS91 responsible, etc.

Ernst & Young Bulgaria

July – October 2006
Sofia, Bulgaria

Transaction Advisory Services Department-intrenship: support during the overall process of valuation or due diligence; financial modeling; industry analysis; company profile and analysis; etc. Support in the **Financial Department** with the implementation of Global Financial Information System for financial reporting – main responsible for the accounts receivable

Societe Generale Expressbank

July – September 2005
Sofia, Bulgaria

Internship in front office: customer service, banking; selling the bank products (credits, deposits, bank cards etc.), database management, etc.

CMSG

July – September 2004

Research Associate: qualifying potential investors in pre-IPO via phone.

Education:

Sofia University – Sofia, Bulgaria
October 2008 – Present

Masters in Management Information Systems

University of National and World Economy
– Sofia, Bulgaria
October 2003 – June 2007

Bachelor in Accounting and Controlling

Experience in Non-government organizations:***AIESEC Bulgaria***

May 2006 – May 2007

Vice – President Business Development: brand management, key-account management, promotion, marketing responsible, partnership management, product development, project management, selling, etc***AIESEC Sofia***

October 2003 – May 2006

President: leadership; management of processes and people; strategic planning and analysis; representing the organization in front of the external authorities; overall responsible for the development of the organization, partnership management, coordination and control of the exchange programs etc.**Major Projects/ Conferences:**

Business in Practice

April 2007 – Bulgaria, Sofia

Project Manager: project development, planning, team leadership, product development, promotion, selling, company and university relations, student selection, agenda development, etc.

- 70 participants for three day conference

International Presidents Meeting

February 2006 – The Netherlands,

Congress Committee member: overall responsible for the transport, logistics and the delegates during the whole event

- 250 international delegates

Languages:

Bulgarian

English

German

Native

Excellent

Basic

Technical skills:MS Office (Word, Excel, Access),
PowerPoint

Excellent

Windows Vista, XP, 9X

Excellent

PC user skills

Excellent

Internet user skills

Excellent

Photoshop

Good

Corel Draw

Good

Certificates and courses:

Business Master Class on “Finance and Banking”, organized by BBLF

Business Master Class on “Marketing and advertising”, organized by BBLF

Advanced Level English Language Course in AUBG

MS Office 2003 – Practical Session, organized by Microsoft