

PERSONAL INFORMATION

Simona Stoyanova Petrova

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Sex Female | Date of birth 28/05/2003 | Nationality Bulgarian

WORK EXPERIENCE

March 2026 – present

Intern, PPM

'Coca-Cola Europacific Partners Services Bulgaria' EOOD,

Main Responsibilities:

- Provision of daily, weekly, and monthly reporting and analysis to key stakeholders, covering FP&A and Sales & Margin performance across different territories, with reporting frequency and level of detail adapted to the specific business requirements.
- Utilization of Business Intelligence and data visualization tools to transform financial and operational data into actionable insights.
- Preparation and maintenance of regular management reports and performance dashboards, ensuring accuracy and timely delivery of information.
- Performing data quality and accuracy checks across reports, identifying inconsistencies, missing data, unusual movements, or potential errors and promptly flagging them to the relevant teams and stakeholders for investigation and correction.
- Contribution to the continuous improvement and streamlining of reporting processes, identifying opportunities to improve efficiency, reduce manual work, and enhance the quality and usability of management information.

September 2025 – March 2026

Front office desk

'English Academy' Ltd.,

English Academy

Varna, ul. "Preslav" 48

Main Responsibilities:

- Responding to inquiries via phone calls and emails.
- Providing information about course offerings, schedules, pricing, and placement test procedures.
- Organising and maintaining resources such as textbooks, registers, exam materials, certificates.
- Maintaining accurate database documentation.
- Registering customers for courses.
- Registering current students and external clients for exams, organised by the British council (CAE, IELTS etc.).
- Processing payments and maintaining the cash register books.
- Preparation of work, classes, and placement tests schedules.
- Providing translation between teachers, parents and students when needed, including during parent meetings.

June 2023 – September 2024

Front office desk

'Kerateh Engineering' Ltd.,

Rosslyn Dimyat Hotel Varna

Varna, bul. Knyaz Boris I, 111

Main Responsibilities:

- Welcoming and checking in/out guests.
- Answering phone calls and emails, directing inquiries to the appropriate departments.
- Registering new reservations.
- Providing guests with information about the hotel's services.
- Processing payments in cash and by POS terminal, issuing invoices, reporting turnover, and maintaining the cash register book.
- Maintaining records, accurate documentation, and organizing the reception's activities.
- Coordinating with other departments to ensure the smooth running of daily operations.

June 2022 – September 2022

Sales Consultant

'Nuance BG' JSC,
Duty-Free Shop Dufry,
Varna Airport

Main Responsibilities:

- Greeting and assisting passengers, providing advice on products, brands, and promotions.
- Conducting sales transactions and operating cash register and POS terminal.
- Ensuring compliance with customs and airport regulations in customer service and product handling.
- Assisting with customer complaints and resolving issues effectively.

EDUCATION AND TRAINING

September 2022 – May 2026

Bachelor Double Degree in International Business (in English)

September 2022 – May 2026

University of Economics – Varna, Bulgaria

Core subjects:

- Microeconomics and macroeconomics;
- Marketing;
- Finance;
- Accounting;
- Management.

September 2024 – July 2025

University of Applied Sciences Worms, Germany

Core subjects:

- International Accounting;
- Financial Statement Analysis;
- Financial Management;
- Cost Management;
- Supply Chain Management;
- Procurement and Sales;
- Project Management;
- Business Transformation;
- International Sales Management;
- Digitalization of Business Models;
- Organization.

September 2017 – May 2022

High school diploma

High school of Mathematics 'Dr Petar Beron' Varna, Bulgaria

Core subjects:

- Mathematics, English, Informatics.

PERSONAL SKILLS

Mother tongue Bulgarian

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Cambridge English: Advanced (CAE) - C1, 199 points					
Chinese	B2	B2	B2	B2	B2
HSK Level IV					
German	A2	A2	A2	A2	A2

Organizational skills and competences

Experience in planning and prioritizing tasks, with the ability to organize work processes efficiently. Skilled in maintaining accurate documentation.

Computer skills and competences

Good command of Microsoft Office™ tools (Word, PowerPoint, Excel, Outlook), Google Drive (Google Sheets, Google Docs). Comfortable with online communication platforms (Zoom, Microsoft Teams) for virtual meetings and teamwork

Other skills and competences

- Cross-Cultural Communication – Ability to effectively communicate and collaborate with individuals from diverse cultural backgrounds.
- Critical Thinking – Analytical skills for solving complex problems and making informed decisions.
- Time Management – Effectively managing multiple tasks and deadlines.
- Teamwork – Collaborative and with experience in both local and international teams.
- Problem-Solving Skills – Skilled at identifying challenges and implementing solutions efficiently.

Driving Licence Category B

ADDITIONAL INFORMATION

Participation in projects

2025 'BIP Prominence Intensive Programme – Practicing Cultural Intelligence Across Cultures', Bratislava, Slovakia – Gold certificate
 2025 'UniCredit Academy – from vision to action', University of Economics, Varna, Bulgaria
 2024 'Innovations, Sustainability and Personal Growth for a Greener Future', Dubrovnik, Croatia
 2024 'GoLiteToLead', Debrecen, Hungary
 2024 'Dukenet Winter Markstrat Competition', Bucharest, Romania – Silver certificate
 2022 'Soft skills enhancement – better career prospects', University of Economics, Varna, Bulgaria