



## **STUDENT DETAILS**

University department / faculty: **FWW**  
Field of study: **International Business and Economics**  
Home university: **Otto-von-Guericke-Universität Magdeburg**  
Nationality: **Bulgarian**  
Duration of traineeship (*from ...to...*): **from 12.08.2019 to 13.10.2019**

## **TRAINEESHIP INSTITUTION**

Country: **Bulgaria**  
Name of traineeship institution: **Public Financial Inspection Agency**  
Web page: **<http://www.adfi.minfin.bg>**  
Address: **2 Lege str. 1040, Sofia, Bulgaria**  
Contact person: **Yuliya Milkova**  
Telephone / E-Mail: **j.milkova@adfi.minfin.bg**

## **EXPERIENCE REPORT** (approx. 3 pages + more photos if applicable)

### **1) Traineeship institution**

*Please give a brief description of your host traineeship institution.*

The Public Financial Inspection Agency (PFIA) is an administration under the minister of finance. The main objectives of the Public Financial Inspection Agency are to protect the public financial interest by carrying out ex-post financial inspections, in order to ensure adherence to state regulations which are related to the budget.

### **2) Searching for a traineeship**

*How did you find your traineeship? Are there any recommendable links or other helpful tips you would like to share?*

I found the traineeship personally on the website of the students internship at the public administration of Bulgaria. Here is the website itself: <http://staj.government.bg/>

### **3) Preparation**

*How did you prepare for your traineeship in terms of language, intercultural, professional and organisational aspects? Are there any recommendable links or other helpful tips you would like to share?*

As a Bulgarian I did not need any language courses or intercultural tips. Moreover, I had a brief experience with the organisation process of the internship at the public administration in Bulgaria as I made an internship last year in the National Social Security Institute.

### **4) Accommodation**

*How did you find your accommodation? Are there any recommendable links or other helpful tips you would like to share?*

I found a very small but comfortable apartment personally from a friend who was out of the city for the summer. I paid her the rent and I used her furniture as well. It was 30 minutes away from my working place with public transport.

### **5) Traineeship**

*Please describe the tasks and / or the projects carried out during your traineeship. In which way were you mentored and integrated? How were the working conditions? Did you have especially positive or negative experiences?*

I provided organizational and administrative support in the implementation of HR-related processes, programs and activities.

Upon request, I made the design and created the content of a presentation "Mission, vision and structure of the Public Financial Inspection Agency" regarding hosting the TAIEX Study visit on strengthening the capacities of financial inspection in public sector, requested by the Ministry of Finance of North Macedonia.

This was my most responsible and serious task. And I was very satisfied to be part of this project and to be helpful to the agency.

I also provided support in the HR administration process - collection, processing and distribution of employees' documents.

The working conditions were extremely positive. My mentor is a very polite and friendly person. She is also a great professionalist in her job and taught me to all the fundamentals and specifics of the HR manager. We shared the same office and with the stories from her own experience, she made the office a very pleasant place to work.

## 6) Acquired qualifications

*Which qualifications and skills could you acquire or improve during your traineeship?*

During the traineeship, I was acquired to fully understand the employees' life-cycle which included: basic knowledge of the labour legislation and the applicable GDPR regulations and overall understanding of the main responsibilities and obligations of an HR manager.

I also improved my communication skills with my colleagues who were all older than me which required me to show respect and professionalism. The teamwork was also one of the skills that I improved working on the "Mission, vision and structure of the Public Financial Inspection Agency" presentation with the PR manager, as well as my organizational skills and customer focus while I was working on the HR administration process.

## 7) Country-specific features

*Are there any specific traineeship regulations in the target country that affected you as an Erasmus trainee (e.g. France: housing allowance, convention de stage)? If yes, which ones? Are there any recommendable links or other helpful tips you would like to share?*

There were no specific features affecting my traineeship. As a Bulgarian citizen the institution did not acquire any housing allowances or additional insurance. They only acquired me to provide them with a copy from the Learning Agreement which they signed and a copy of my Confirmation of registration as a student at the university.

## 8) Visa, residence and work permit (only for international students)

*Which prearrangements had to be made in terms of visa, residence and work permit? Are there any recommendable links or other helpful tips you would like to share?*

As a Bulgarian and European citizen I did not need a visa!

## 9) Other

*Is there anything else you want to let other students know?*

I would encourage other students to go to an Erasmus + internship no matter if it is in their home country or abroad. The experience is very beneficial and there is always something new to learn from people who work on those agencies and companies. The working conditions are those which help us most to improve our skills and to prepare us for our future job!

## 10) Conclusion

*What is the conclusion drawn after your traineeship experience abroad?*

Overall, I am very satisfied with my traineeship. Starting from the process of applying the documents for the grant, through the internship itself and now writing the final reports were all an amazing journey for me. I made many new contacts with positive and ambitious people who for sure are going to stay my friends. This experience helped me see what the real-life process of finding, applying and getting a job may look like. Now I feel a bit more confident and also I learned very important things about myself, what I am good at and which skills I should improve in order to be a competitive young person in Europe.

I applied a photo from the office!

Please send this report by email to [julia.schubert@ovgu.de](mailto:julia.schubert@ovgu.de)!  
Acceptable file formats: [.doc], [.docx], [.rtf], [.odt].