

# Tkachuk Alla

## ★ ACCOUNTANT, ACCOUNTING MANAGER, 25 000 ГРН.

🕒 2 травня  
2022

📍 Місто: [Київ](#)

Вік: 41 рік

Режим роботи: віддалена робота

Категорії: IT, WEB фахівці, Бухгалтерія, фінанси, облік/аудит, Офісний персонал

✓ Перебуваю в шлюбі    ✓ Є діти    ✓ Готова до відряджень

[Увійдіть](#) або [зареєструйтесь](#) на сайті як роботодавець, щоб бачити контактну інформацію.

### Досвід роботи

#### Accounting Manager, public procurement specialist

Lanivtsi City Council (Accounting and finance), Ланівці

02.2019 – По теперішній час (6 років 11 місяців)

#### Обов'язки:

- auditing compliance with the legislation in the field of procurement;
- analysis of procurement to determine the need, planning, development of terms of reference, preparation of tender documents, monitoring the cost of procurement, publication on relevant websites, objective evaluation of the proposal of bidders, concluded contracts.
- work with correspondence;
- record keeping, including personnel.

#### accountant

Centralized accounting of the department of education (Accounting and finance), Ланівці

04.2009 – 08.2018 (9 років 4 місяці)

#### Обов'язки:

- accounting and tax accounting;
- implementation of banking operations in the client-bank system;
- control of receivables and payables (conducting acts of reconciliation with counterparties);
- tax planning; calculation and transfer of tax payments, preparation and submission of tax and accounting reports;
- establishing document management with the branch and separate units;
- control of receivables and payables;
- interaction with tax authorities, extra-budgetary funds;
- accounting for goods and materials, costs, cash and banking transactions, accrual and calculation of wages;
- participation in the verification and approval of contracts with contractors and related documents;
- preparation of regular reports on key performance indicators.

### Освіта

#### [Ternopil State University of Economics \(Тернопіль\)](#)

Спеціальність: Pratsipersonnel management and labor economics

повна вища, 09.2001 – 06.2006 (4 роки 9 місяців)

## **Додаткова освіта**

- Computer courses 2007

## **Знання мов**

Англійська - Середній

## **Додаткова інформація**

Знання комп'ютера, програм: - Confident skills in computer programs Word, Excel, PowerPoint; - work in the program 1C, Medoc, FreeZvit; E- Zvit, E- data, Zakupki.prom, SDO-Treasury.

Особисті якості, хобі, захоплення, навички: Personal qualities: responsibility, sociability, attention to detail, discipline, psychological and physical stability, the ability to perform several tasks simultaneously, listen to the interlocutor. Hobbies: active recreation, music, discovering new heights; Habits: - possession of office equipment: fax, printer, scanner, copier, office PBX; - experience in accounting and tax accounting from primary documentation to the formation and submission of reports to regulatory authorities; - experience in working with regulatory authorities and external auditors; - experience of passing inspections by controlling bodies; - ability to work in the systems "Bank-Client", "Internet Bank"; - experience in forming payment orders and requirements; - experience in preparing and signing contracts; - knowledge of tax legislation; - experience in negotiating; - ability to work in a team; - personnel management skills; - skills of tax reporting; - literate written and oral language.

Мета пошуку роботи, побажання до місця роботи: Employment with career prospects