Коротенко Катерина



ФІНАНСОВИЙ МЕНЕДЖЕР

7 лютого 2023

Місто: Київ

Вік: 40 років
Режим роботи: віддалена робота
Категорії: Бухгалтерія, фінанси, облік/аудит

Увійдіть або зареєструйтеся на сайті як роботодавець, щоб бачити контактну інформацію.

Опис

Date of Birth:

29. September 1986

Desired position: financial manager, remote work

Education:

2003-2005: Smila radio technical school of the Cherkasy State Technological University

2005 – 2007: Cherkasy State Technological University
Qualification: Bachelor of Economics and Entrepreneurship

Work experience:
2016 – until now: Awards Media Ltd., Kyiv
Position: accountant

2013 – 2016: Make Agro Ltd., Smila, Cherkasy Region
Position: accountant

2010 – 2013: Cherkasy regional branch of JSC "Ukrainian Mining and Metallurgical Company", Cherkasy

Position: accountant

2010 - 2010: „Bloc“ Corporation , Smila, Cherkasy Region
Position: accountant

2009- 2010: private enterprise "Nomano", Smila, Cherkasy Region
Position: accountant

Functional duties:

— material accounting book;

— invoicing to clients;

— conclusion of contracts;

— preparation of reports;

— maintaining personnel documentation;

— salary calculation;

— reception, control and processing of primary documentation;

— participation in the inventory;

— implementation of banking operations in the client-bank system;

— provision of operational information on balances, control of payment timeliness

— control of receivables and payables (reconciliation with counterparties);

— establishment of document flow with the branch and separate divisions.

Professional skills:

- Knowledge of Microsoft Office, 1C: Accounting, Medoc;

- Languages: Ukrainian — native; Russian - fluent; English - intermediate level.

Personal qualities:

responsibility, sociability, attention to details, discipline, multitasking, the ability to listen to the communication partner.