

# Стоцька Анна

# АСИСТЕНТ КЕРІВНИКА

Отова до відряджень: Львів, Луцьк, Тернопіль

Вік: 41 рік

Режим роботи: повний робочий день, вільний графік роботи, віддалена робота

Категорії: ІТ, WEB фахівці, Офісний персонал, Керівництво

✓ Перебуваю в шлюбі
✓ Є діти

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

#### Опис

An Agile Multitalented Professional with a Unique Fusion of Accounting Expertise, Business assistance, HR Recruiting Prowess, Project Management Skills, and Testing Proficiency. Passionate about delivering exceptional results and driving success across diverse domains. A proven problem-solver and team player, adept at optimizing processes and fostering collaboration. Ready to make an impactful contribution to your organization's growth and innovation.

## Main Skills:

- · Determination and willingness to show initiative
- · Project planning and cost minimization
- · Project budgeting
- · Focus on achieving high-quality results
- · High level of self-organization
- · Flexible thinking and responsibility
- · Black belt in multitasking
- Time management
- · Accounting and Tax planning
- Leadership
- Team worker
- Problem-solving

## Additional Skills:

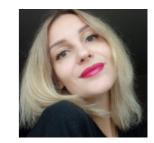
- · Jira, Discord, Slack
- · Prompt engineering
- Microsoft Office
- Google Docs
- Zoom, Google Meets
- QuickBooks
- SQL, PostgreSQL (Basic Level)
- Git Lab
- Figma (Basic Level)
- Flutter Flow, Adalo (no code platforms)

#### Work Expierence:

## EventSoft LLC.

## **BUSINESS ASSISTANT:**

- · Fast and high-quality execution of CEO's tasks
- · Planning and coordinating CEO's work schedule
- Scheduling and organizing business meetings (online and offline)
- · Participating in negotiations, supporting further communication with clients and partners
- Handling contracts



- · Managing incoming and outgoing correspondence/documentation
- · Interacting with clients, customers and partners
- Preparing reports for CEO (financial, internal)
- · Handling personal tasks full management of personal assets and expenses
- Solving various tasks and non-standard situations
- Dealing with large volumes of information: data collection and analysis
- · Setting task priorities and managing them using JIRA

## ACCOUNTANT:

- · Verify, allocate, post, and reconcile accounts payable and receivable
- · Manage all accounting transactions
- · Ensure timely bank payments and bank statements
- · Accounting of Assets
- · Prepare contracts with foreign customers
- · Accounting of Currency Transactions
- · Payroll Accounting
- · Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- · Review and recommend modifications to accounting systems and procedures
- Tax Planning regarding Ukrainian tax legislation as well as the tax legislation of other countries (Poland, USA, Bulgaria, Romania, Singapore)
- Prepare financial Statements: P&L, Balance Sheet, Cash Flow Statement
- Plan, assign and review staff's work
- Support month-end and year-end close process
- · Ensure compliance with FRS principles

## HR:

- · Searching candidates for different positions (primely IT professionals) regarding customer requirements
- Set up interviews with candidates
- · Onboarding of new staff
- Prepare staff documentation: Employment Contract, NDA, Serevice Contract
- Time and Attendance Tracking and Payroll Accounting
- Employee Database Management

## **ACCOUNTANT**

# Avto-Sprint LLC

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- · Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

#### Education:

PM online course

PMI

Aug 2022 -Oct 2022

SQL online cource JS on line cource

Mate Acadamy

May 2022 - Aug 2022

Manual QA Certificate

QATestLab

Feb 2022 -Mar 2022

Masters in Finance

Lesya Ukrainka University

Sep 2004 -Jun 2007

Social dances Art Active relax Series and cartoons

# Hobbies:

- Social dances
- Art
- Active relax
- · Series and cartoons