БУХГАЛТЕР НА ДІЛЯНКУ, ПОМІЧНИК ГОЛОВНОГО БУХГАЛТЕРА

8 січня 2024 Місто: Київ

Вік: 46 років
Режим роботи: віддалена робота
Категорії: Бухгалтерія, фінанси, облік/аудит, Логістика, доставка, склад, Робота за кордоном

✔ Є діти ✔ Готова до відряджень

Опис

DIACHENKO-LAKHOTSKA OLENA

Personal information

Home address:

11 Marshala Grechko str., apt.52

Kyiv, 04136,Ukraine

Date of birth: 25 July 1980

Age:43

Place of birth: Kyiv, Ukraine
Marital status: Divorced

EDUCATION:

Internal Office Training, Japan, Tokyo.

Kiev Cursor Training Center, Chief Accountant courses

KROK UNIVERSITY, the faculty of FINANCE AND AUDIT.

Accounting extension courses at International University of finances.

National Taras Shevchenko University of Kyiv. The Faculty of Sociology and Psychology, Department of Sociology.

May 2019

2016- 2011

February-April 2007

1997-2002

PROFFESIONAL SKILLS:

Operational experience of work with foreigners. PC advanced user (MS Word, Excel, Access and etc), MS Windows, work with office techniques (fax, xerox, printer, scanner), advanced user of Internet.

Microsoft Outlook, 1C version 8.3., work with 4 Client-banks, e-flow systems ME DOC, VCHASNO.

OBJECTIVE: Assistant of chief accountant, accountant of sector, accountant-logistics, manager- accountant.

SALARY:900-1000 EUR

LANGUAGES: Russian, Ukrainian - native, English- upper intermediate

PERSONAL CHARACTERITICS: sociable, diligent, assiduous, easy trainee, ability to work under pressure in conditions of big quantity of primary documents, managerial abilities, disciplined.

ADDITIONAL INFORMATION: without bad habits, driver license (category "B").

HOBBIES: travel, music, languages, reading books.

EXPERIENCE:

November 2005 till present time

"Summit-Agro Ukraine" LLC

Accountant

- Work with Client-banks (ING Bank, Ukrsibbank, Credit Agricole Bank, Raiffeisenbank), cash (national and foreign currency), work with accountable persons (advance reports, business trips registration), putting of bank statement of an account into 1C version 8.3).

- Reports preparation (4 DF);

- Issuing of power of attorney, providing of staff with salary and corporate cards and their proper replenishment, preparation of answers for the tax inspectorates, drawing up of documents (invoices, bills, tax bills), inventory conducting, drawing up of toll-free transfer, drawing up of acts (putting into operation and write-off, modernization, liqui- dation of fixed assets and etc.)

- Insurance of company's cars and property;

- Replenishment of fuel cards.

June 2003 -November 2005

"Summit-Agro Ukraine" LLC Administrator

Office administration:

1. 1.) Reception of incoming calls, visitors, registration of incoming/outcoming correspondence, documents, - preparation of necessary letters, tables, reports on demand of director, documents trans- lation from Russian, Ukrainian into English and vice versa, work with office techniques (fax, xerox, printer, scanner);

2.) Work with foreign partners and arrangement all necessary documents in Department of Ministry of Foreign Affairs;

3.) Providing with the office stationery, consumables, food, household chemical goods ;

4.) Providing of staff with visiting cards, mobile communication, power of attorney and in- surance for company's cars;

5.) Business trips registration, organization of business trips abroad, hotel and tickets res- ervation, visa arrangement for the office staff;

6.) Filing, work with staff documentation;

December 2002 – June 2003

"Nasha Marka XXI" LLC Office-manager

1). Reception of incoming calls, documents conducting, work with clients;

2). Drawing up of invoices, reception and registration of orders;

3). Work with agreements, control of payments from clients;

4). Ordering of office stationery, work with office techniques;

5.) Staff recruitment.

April 2002 – December 2002

“Spectechnologia” LLC

Office-manager

1). Reception of incoming calls, documents conducting, work with clients;

2). Drawing up of invoices, reception and registration of orders;

3). Work with agreements, control of payments from clients;

4). Ordering of office stationery, work with office techniques;

2000 - 2002

"EZRA" Centre Part-time interpreter