

★ ACCOUNTANT ASSISTANT, 12 000 ГРН.

🔄 28 мая 2021 📍 Город: [Киев](#)

Возраст: 39 лет

Режим работы: полный рабочий день, удаленная работа, частичная занятость

Категории: Бухгалтерия, финансы, учет/аудит

Опыт работы

accountant

ТОВ Укргост (Selling building materials), Киев

01.2007 – 05.2016 (9 лет 3 месяца)

Обязанности:

Maintaining all areas of accounting and taxation;

Controlling a registration process of all primary accounting documents;

Preparing tax reports , transferring taxes;

Passing tax audits;

Providing accounting support of transactions , including examination and approval of business contracts;

Making all bank transactions;

Cooperating with counterparties; dealing with debtors.

I'm very keen, organized, goal oriented, open minded and also a team player, with over 10 years of accounting and manager experience.

I'm able to work under pressure and adhere to strict deadlines. I'm good at working independently, remotely as well as within a team setting.

Working as an accountant I have achieved significant alleviation of tax expenses of the company, improved cooperation between warehouse account and 1C database ,also successfully went through several tax inspections .

Im married with two kids . During maternity leave worked remotely as an accountant assistant .My main responsibilities were :

- Cross-checking data entries for mistakes
- Connecting to debtors
- Providing summarised data for monthly reports

Образование

Kiev Slavonic University (Киев)

Специальность: Accounting and Audit

полное высшее, 05.2003 – 05.2007 (4 года)

Знание языков

Английский - Средний

Дополнительная информация

Знание компьютера, программ: 1C M.E.Dok Client-bank Word Excel