Стоцька Анна



АСИСТЕНТ КЕРІВНИКА

28 августа 2023 Город: Киев

Готова к командировкам: Львов, Луцк, Тернополь

Возраст: 42 года

Режим работы: полный рабочий день, свободный график работы, удаленная работа

Категории: IT, WEB специалисты, Офисный персонал, Руководство

✔ Состою в браке ✔ Есть дети

Войдите или зарегистрируйтесь на сайте как работодатель, чтобы видеть контактную информацию.

Описание

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