



👤 35 years

♂ Male

📍 Chişinău

in

TOP Skills

- **Report to Director** · 4 years
- **Attention to Detail** · 4 years
- **Create reports** · 4 years
- **QuickBooks (Software)** · 1 year
- **Bank Reconciliation** · 10 months
- **Xero (Accounting Software)** · 7 months

Preferences

- Full-time
- In-house
- Hybrid
- Remote

Languages

- **Romanian** · Native
- **Russian** · Fluent
- **English** · Fluent

Skills

- Attention to Detail
- Time Management
- Analytical Thinking
- Problem Solving

Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

Finance / Accounting specialist

About me

An enthusiastic, self-motivated, and highly organized part qualified ACCA individual with bookkeeping and accounting /finance experience. Having an excellent knowledge of maintaining a purchase ledger, raising invoices, issuing regular statements, and processing receipts using Sage 50, QuickBooks, and Xero. Easy going by nature but focused enough to take responsibility for reconciliation of all ledgers, accruals & prepayments, settlement of suppliers, and generating payment runs. Presently looking for a suitable finance/accounts role.

Work experience

CFO Assistant / Finance Controller - Payables Department · CRC Transport LLC · Pensacola, Florida, USA

August 2024 - December 2024 · 4 months

- Conducting bank matching & reconciliation (Quick Books).
- Monitor and maintain the General Ledger.
- Collaborate with other departments, such as claims and fleet department, to ensure timely and accurate payment of the bills.
- Assist CFO with duties related to loan agreements.
- Research and resolve any unidentified receipts in a timely manner.
- Investigate accounts payable issues and adjust as needed.
- Extracting financial data and preparing for the transition from QBO to NetSuite.
- Performing other duties as requested by the CFO.

Skills: Bank Reconciliation, QuickBooks (Software), General Ledger, Interdepartmental Collaboration, Loan Agreements

Accounts Assistant · Stef & Philips Limited · London, UK

February 2024 - July 2024 · 5 months

- Reconciliation of purchase ledger (Sage 50).
- Entry of purchase invoices.
- Filing and maintaining supplier records as well as saving them

- Organizational Skills
- Communication Skills
- Greet interpersonal skills

Driving licence

Category: A, B

With personal auto

in digital format.

- Conducting bank reconciliation and petty cash reconciliation (Sage 50).
- Liaising with third-party providers, clients, and suppliers.
- Helping the accounting team with other tasks when required.
- Check spreadsheets for accuracy.

Skills: QuickBooks (Software), Journal Entries, Bank Reconciliation, Team Work

Trainee Accounts Assistant · KBM Chartered Certified Accountants and Registered Auditors, UK · London, UK

June 2023 - December 2023 · 6 months

- Establishing sales and purchase ledgers using Sage 50, QuickBooks, and Xero.
- Handling the input of sales and purchase invoices with Sage 50, QuickBooks, and Xero.
- Executing payments to suppliers and processing receipts from customers.
- Overseeing accounts payable and receivable functions.
- Conducting bank reconciliation and petty cash reconciliation.
- Compiling, reconciling, and submitting VAT returns to HMRC.
- Managing payroll processing and generating pay slips.
- Generating P45 and P60 forms, and submitting FPS and EPS reports to HMRC.
- Performing monthly journal entries, and managing accruals, prepayments, depreciation, and other control accounts.
- Preparing the final trial balance and monthly management accounts.

Skills: Sales Ledger, Purchase Ledger, Sage 50, QuickBooks (Software), Xero (Accounting Software), Supplier Payments, Accounts Payable

Managing Director's Assistant · Yenom LTD · London, UK

June 2018 - March 2023 · 4 years 9 months

- Assist in developing and implementing plans and goals for the company.
- Work with the director to coordinate and supervise daily operations.
- Assist in budgeting and monitoring expenses.
- Maintain scheduling of events and represent the company when needed.
- Create reports and submit them to the director.
- Fulfill duties as assigned by the director.
- Booking meetings/appointments.
- Business travel – booking flights, hotels, car hire, valet parking, etc.
- Arranging visa invitation letters to overseas visitors.

- Assisting the Managing Director with personal holidays/events.

Skills: Create reports, Report to Director, Attention to Detail

Desired industry

- Banking / Financial / Economic

Education: Higher

Anglia Ruskin University, London, United Kingdom

Graduated in: 2023

Faculty: BSc Finance and Accounting (1st)

Courses, trainings

IFA Level 3 Digital Accounts Assistant

Graduated in 2023

Organizer: Institute of Financial Accountant

ACCA Affiliate / Part Qualified

Graduated in 2023

Organizer: Association of Certified Chartered Accountants