



👤 27 ani  
 ♀ Feminin  
 📍 Chișinău  
 💰 19 000 MDL

## Preferințe

- Full-time

## Limbi

- **Română** · Fluent
- **Rusă** · Mediu
- **Engleză** · Comunicare

## Permis de conducere

Categoria: B  
 Cu automobil personal

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

# Contabil

## Despre mine

Analytical skills  
 Attention to details  
 Adaptability and flexibility  
 Multitasking  
 Strong community skills  
 DIGITAL SKILLS

Microsoft Dynamics - NAVISION / CITRIX / MS Office (Word, Excel, Powerpoint, Outlook) / OCR software (Abbyy FineReader) / 1 C / Zoom / LinkedIn / Virtual Conference: Zoom, Webex, Google Meet

## Experiența profesională

### **Accountant** · I.C.S Katoen Natie

*Noiembrie 2019 - Prezent · 5 ani 1 lună*

Processing and posting purchase Invoices and Credit Memos;  
 Send invoices to PO creators asking them to complete PO's, to create new PO's, approve the PO;  
 Clearing email addresses for Specialty Chemicals companies;  
 Follow up on Vendor's Statements for Specialty Chemicals companies;  
 Send invoices to approvers asking them to approve invoices for payment;  
 Respond to vendor e-mails;  
 Send sales invoices to customers

### **Contabil** · Furniture manufacturer "Tandem" S.R.L

*Octombrie 2018 - Octombrie 2019 · 1 an 1 lună*

Keeping accounting records in 1C;  
 Delivered national and international transfers with providers;  
 Making and receiving invoices delivery;  
 Preparation of roadmap for auto transport;  
 Monitored all the transactions on the client-bank

## Studii: Superioare

**Academy of Economic Studies of Moldova**

*Absolvit în: 2019*

Facultatea: Accounting

Specialitatea: Accounting