



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

Accountant Assistant

Despre mine

I love watching wrestling, love travelling, love surfing and also love partying

Calculations of invoices

Good computer skills

Good at communications on phone and on mails

Good at reconciling bank statements

Good at inputting of information into software

Experiența profesională

Finance Assistant · Gruppo Piccini SA · Yaounde
Iunie 2017 - Septembrie 2022 · 5 ani 4 luni

*Creating of Vendors into the System (Microsoft Ax Dynamics 2014)

*Reception and Posting of all invoices into the system

*Posting of all Banks and Cash Transactions into the software

*Reconciliation of Bank and Cash Payments

*Creating of Purchase Orders in Microsoft Ax

*Inventory Controls and Checks in Ax Dynamics 2014

*Creating and Depreciating Fixed Assets in Ax Dynamics 2014

*Cash payments of expatriates

*Physical cash deposits into vendors various bank accounts

Administrative Assistant · The Farmers House LTD
August 2015 - Iunie 2017 · 1 an 11 luni

I typed and send all the mails of the company

I typed all the invoices of the company

I received all the company's mails and phone calls

I assisted the cashier during her break periods or when shes absent from work

I deposited all checks for remittance at the various company banks

- 👤 32 ani
- ♂ Masculin
- 📍 Chișinău

Preferințe

- Full-time

Limbi

- **Română** · Nu cunosc
- **Rusă** · Nu cunosc

Studii: Superioare

NATIONAL POLYTECHNIC BAMENDA

Absolvit în: 2014

Facultatea: SCHOOL OF BUSINESS MANAGEMENT

Specialitatea: ACCOUNTING

GOVERNMENT TECHNICAL HIGH SCHOOL BAMENDA

Absolvit în: 2011

Facultatea: COMMERCIAL EDUCATION

Specialitatea: ACCOUNTING