



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

- 👤 30 ani
- ♀ Feminin
- 📍 Chişinău

## Preferințe

- Flexibil

## Limbi

- **Română** · Elementar
- **Rusă** · Fluent
- **Engleză** · Fluent

# Accounting / Finance (Part-time OR shift work schedule OR online full- time)

## Despre mine

Looking for PART-TIME, SHIFT OR ONLINE job in Accounting / English-Russian Translator / Photoshop editing. Open to consider different job offers in other fields also.

- Intermediate skills in Microsoft Excel, Power Point and Microsoft Word
- Accounting and Finance Diploma at Seneca College Applied Arts and Technology, finished in December 2016, Toronto, Canada
- Good understanding of full-cycle accounting and specific requirements related to bookkeeping
- Some experience with Access, Sage ERP300 and 1C
- Strong math skills and knowledge of financial operations
- Covering some spectrum of administrative duties, customer care, database and administration
- Good communication skills, ability to multi-task and perform well under pressure
- Detail oriented, accurate data entering
- Communication skills both written and verbal in English and Russian

## Experiența profesională

### Acquisition manager · Kamoto

*Ianuarie 2020 - Martie 2020 · 2 luni*

- Everyday communicating with customers and suppliers in English and Russian languages
- Requesting, controlling proofreading and editing all supporting documents (invoices, FA forms, amounts etc.)
- Researching diverse spectrum of high and low-priced goods

### International Payroll Specialist & Payroll Project Manager · WorkFor Group

*Ianuarie 2019 - Aprilie 2019 · 4 luni*

Application of International laws and regulations to various accounting reports

Registration and systematic application of changes for new international and local employees in different systems and web, in accordance to their specific case type

Providing demanded reports with own design development for the visibility of their correlation for the customers

Everyday phone and e-mail contact with international authorities regarding declarations and other documentation, and customers with their related diverse issues

Responsible attitude to extensive calendar management and due dates

**Film Background Acting** · Melissa Lee Talent Agency · Toronto

*Iunie 2014 - Octombrie 2018 · 4 ani 4 luni*

Performance of all tasks with fast co-operation and enthusiasm  
Background acting in various movies and advertisement

**Administrative Assistant** · Coldmatic Refrigeration Products Inc. · Toronto

*August 2012 - Septembrie 2013 · 1 an 2 luni*

Answered and handled all incoming calls, mail and e-mail in a good manner

Efficient filing system, sent facsimiles, and other general office duties

Managed data base accurately within established standards

Scheduled appointments/meetings with clients

Performed data entry and general clerical task

Responsible for extensive calendar management

Resolved standard customer service issues within policy

**Bakery Helper** · Empire Bakery · Toronto

*Decembrie 2011 - Aprilie 2012 · 5 luni*

Effective use of time management skills to perform all tasks quickly and with excellent quality

Responsible attitude to extensive calendar management

Quick solvation of conflicts with co-workers using problem solving and quick decision making skills

Responsible allocation of product materials provided using math and numeracy skills

**Studii: Superioare**

**Seneca College of Applied Arts and Technology, Toronto,  
Canada**

*Absolvit în: 2016*

Facultatea: Faculty of Business

Specialitatea: Accounting and Finance