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-  23 years
-  Female
-  Chişinău
-  **1 200 USD**
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TOP Skills

- **Accounts Receivable** · 1 year
- **Processing of Payments** · 1 year
- **Invoicing** · 1 year
- **Billing Processes** · 1 year
- **Accounting** · 1 year
- **Accounting operations** · 1 year

Preferences

- Full-time
- Remote

Languages

- **Romanian** · Communication
- **Russian** · Fluent
- **English** · Medium
- **German** · Elementary

Skills

- Positive Attitude
- Optimistic
- Knowledge of MS Office, MS Excel, Google Apps
- Skills in working with Bitrix

Accountant

About me

I am actively improving my English and German language skills while continuously enhancing my expertise in the psychology of emotions. Passionate about personal growth, I enjoy reading literature on business, psychology, and self-discovery. I actively lead my own social media as a personal blog, sharing insights and inspiring others.

My hobbies include singing, sports, and attending seminars with renowned personalities and coaches, which help me broaden my perspective. As a former exchange student in Switzerland and a volunteer at the "Salve" and "KMB" centers, I've developed strong interpersonal skills and the ability to work with diverse teams.

I am a highly collaborative and empathetic person who thrives in teamwork and easily connects with others. My values align with fostering creativity, empathy, and excellence, ensuring a meaningful contribution to any environment.

Work experience

Accounting Coordinator · Nova Lines · Chişinău
February 2024 - Present · 1 year 3 months

- Managed billing and conducted revenue checking to ensure accurate financial records
- Performed settlement adjustments and tracked payment statuses through regular requests
- Prepared and maintained aging reports for all outstanding loads
- Created weekly reports on payments made to factoring companies
- Recorded payments for direct billing and receivables
- Prepared end-of-month reconciliation reports for receivables and reserves
- Delivered daily reports on invoices with issues and followed up to resolve them
- Requested documentation and coordinated with brokers and drivers via phone and email
- Ensured accurate invoice tracking and addressed discrepancies
- Maintained communication with stakeholders to resolve billing and payment issues efficiently
- Created and issued invoices for loads and services provided
- Verified invoice accuracy before submission to brokers or

program

- Strong interpersonal skills
- Team player, skilled in collaboration
- Analytical mindset, strong problem-solving skills
- Quick learner, efficient information retention
- Social, goal-oriented, resilient, responsible, punctual
- Confident communicator (in-person and by phone)
- Experienced in data entry, managing invoices
- Experience with McLeod software
- Advanced PC user
- Proactive and results-driven

Driving licence

Category: B

customers

- Tracked invoicing statuses to ensure timely payments
- Resolved discrepancies and disputes related to invoicing
- Managed invoice adjustments as needed

Skills: Accounts Receivable, Accounting, Billing Processes, Processing of Payments, Invoicing

Accountant-Economist · Innova Marketing Solutions SRL · Chişinău

November 2023 - January 2024 · 3 months

Refactoring of tenants' utility services. Preparation of all data for refactoring,

as well as analysis and reporting on all services for the month (plan, tasks).

Obtaining residence certificates from the tax authorities.

Preparation of

documents for opening bank accounts for the company. Drawing up a lease

agreement in the 1C program. Filling out the Registrul Zilierilor. Business

trips to the bank, document translation bureaus, tax authorities, etc. Any kind

of assignments from management (compiling reports, assisting the chief

accountant, etc.).

Skills: Accounting, Finance, Audit

Accountant-Operator · Carnprodlux SRL · Chişinău

September 2022 - October 2023 · 1 year 1 month

Entering tax invoices into the automated programs Microinvest and 1C

(income); uploading sales into 1C; closing account 832 (cash); reconciling

invoices with suppliers (requesting a reconciliation statement for verification

and making corrections); checking the purchase registry; monitoring prices

for socially significant goods; working with the balance of accounts 211, 216,

217 (materials, products, goods).

Skills: Accounting operations

Assistant Accountant (NGO) · Mercy Corps · Chişinău

January 2023 - September 2023 · 9 months

Entering bank statements. Updating the Excel file with missing Tax

Identification Numbers (TIN) based on the statement.

Preparation of procurement certificates for rental documents and sending them by mail.

Uploading tax invoices into 1C (income). Payroll calculation. Personnel

management in 1C. Sending various types of emails as instructed.

Skills: Accounting, Finance, Audit

Office Manager · Aquazzurro · Chişinău

May 2021 - September 2021 · 5 months

Handled phone calls, processed orders, entered invoices into 1C, filled out

the cash book, conducted inventory, carried out any assignments from the director, and more.

Skills: Administrative Work, Secretariat

Sales Manager · Call Center Setters · Chişinău

April 2020 - September 2020 · 6 months

Cold calling. The company identified potential clients to offer its services as a

broker/analyst for trading on the stock market.

Skills: Sales

Desired industry

- Accounting / Audit

Education: Higher

State University of the Republic of Moldova (USM)

Graduated in: 2024

Faculty: Master's in Economic Sciences

Speciality: Audit and Financial Expertise

University of Suceava "Ştefan cel Mare"

Graduated in: 2024

Faculty: Master's in Economics , Administration and Business

Speciality: Audit and Corporate Governance

Academy of Economic Sciences of the Republic of Moldova (ASEM)

Graduated in: 2022

Faculty: Licensed in Accounting

Speciality: Accounting and Audit

Courses, trainings

Training Courses

Graduated in 2022

Organizer: S.A. "InLac"