



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

Accountant; Book keeping; Translation from English

Despre mine

- Self confident.
- Respect work rules.
- Self-motivated.
- Quick learner.
- Devoted in work.
- Responsible.
- Effective in work team
- Translation Russian-English
- Translation English-Russian
- Audio and Video Transcribing
- Data entry
- Web research
- Typing
- Tally 7.2; Tally. ERP9
- Microsoft Office
- Accounting and book keeping
- Management

Experiența profesională

General Accountant and office manager · Najmat Albuhaire Electromechanical LLC; EGMS Electromechanical Works LLC · Dubai, UAE
Octombrie 2013 - Septembrie 2020 · 7 ani

Daily reporting. Analyzing targets. Meeting with department heads.

Managing and coordinating monthly reporting, budgeting, and forecast processes. Providing back-office services such as accounts payable, collection, and payroll. Monitoring cash flow.

Liaising with accountant teams. Providing insights on the financial health of the organization. Ensuring the business meets all its statutory and compliance obligations, including statutory accounting and tax issues. Keeping track of market trends.

Looking for cost-reduction opportunities. Developing relationships with external contacts such as auditors, solicitors,

- 👤 50 ani
- ♀ Feminin
- 📍 Dubăsari
- 💰 20 000 MDL

Preferințe

- Full-time

Limbi

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

and HM Revenue & Customs. Supervising staff.
Translation of documents such as contracts and invoices from Arabic to English. Meeting Russian-speaking subcontractors and do translate from Russia to English or to Arabic.

General manager · «CCCP» Russian and Ukraine market , Saida, Lebanon

July 2012 - April 2013 · 11 luni

Handling the main safe transactions & foreign currency transactions

Reviewing and approve the internal vouchers for payments

Follow up with continuous stocktaking for Inventory

Prepare daily & monthly reports

Handling banks transaction

Customer accounts (collections, returned accounts, following up with clients' bills). Creditors accounts (payments, following up with their balances)

Working on Tally program

General Accountant and office manager · New Way (SM) Ltd Accra, Ghana

July 2008 - March 2010 · 1 an 8 luni

Handling the main safe transactions & foreign currency transactions

Reviewing and approve the internal vouchers for payments

Follow up with continuous stocktaking for Inventory

Prepare daily & monthly reports to the director manager

Handling banks transaction

Customer accounts (collections, returned accounts, following up with clients' bills).

Creditors accounts (payments, following up with their balances)

Working on Tally program

General manager · ATP Ltd Penta Hotel Chez About Restaurant Accra, Ghana

May 2003 - May 2008 · 5 ani 1 lună

Handling the main safe transactions & foreign currency transactions

Responsible for purchases

Prepare VAT tax return

Taking care of stocks

Responsible for the HR & the evaluating for employees

Prepare the salaries

Following up with customer services

Supervising kitchen transactions
Handling the hotel guests transactions

Mine Surveyor · Underground mining Grigoriopol,
Moldova

Iulie 1994 - Decembrie 1999 · 5 ani 6 luni

Measurements of underground and open-cut mine workings in full detail.

Calculating according of measurements and drawing maps.

Plan the direction and extent of all underground workings.

Locate resources and design tunnel systems.

Preparing and updating the entire surface and underground plans of a mine on a monthly basis

Studii: Medii de specialitate

University of Mining Kamenec - Podolsk, Ukraine

Absolvit în: 1994

Specialitatea: Mine Surveyor Engineering