

Accounting and Finance

Bărbat, 32 ani, superioare studii.



Datele de contact ale candidatului sunt contra cost. Detalii aici: <http://www.rabota.md/cv/>

Salariu
Program de lucru
Chișinău
Calatorii de afaceri

Sal. negociabil
Full-time
Chișinău
disponibil pentru detașări de serviciu

Experiența de munca

5 ani și 2 luni

noiembrie 2016 - ianuarie
2018
1 an și 2 luni

Finance Manager

Norwegian Refugee Council Middle East
(Turkey), Contabilitate, finante, audit

NRC is a determined advocate for displaced people. When we witness injustices, we alert the world. We promote and defend displaced people's rights and dignity in local communities, with national governments and in the international arena. NRC's Internal Displacement Monitoring Centre in Geneva is a global leader in monitoring, reporting on and advocating for people displaced within their own country. & I've been assigned to handle the following responsibilities:

- Ensure that appropriate finance systems are maintained, and that all procedures and controls are implemented.
- Ensure that all transactions are properly accounted for.
- Manage bank accounts, and the transfer of money between head-office, country office and field offices.
- Monitor cash flow, and ensure that sufficient funds are always available in the bank.
- Authorize payroll, and other payments.
- Prepare the monthly financial accounting reports at the end of each month.
- Prepare monthly management reports at the end of each month.
- Monitor the funding situation, and prepare the funding grid at the end of each month.
- Assist in the preparation of budgets and accounts to donors, as requested.
- Provide any other financial information, as requested, and respond to any other financial queries.
- Liaise regularly with budget holders.
- Assist any audit undertaken.
- Provide support to field finance staff, and work closely with them to ensure that financial information is accurate and up to date.
- Continue to develop improvements in the finance system, as necessary.
- Manage the 2 Finance Officers & 1 Assistants.

august 2014 - septembrie

Accountant – Operations

2016
2 ani și 1 luna

The Office of H.H The Crown Prince Of Dubai (Presidential Office(
(), Banci, investitii, leasing

The Accountant of Operation Department

&I've been assigned to handle the following responsibilities:

- Primarily responsible for the registration of all accounting entries
- Supervisor for all the other accountants
- Responsible for follow-up checks Movement
- The person authorized to receive invoices and petty cash from all Ezba for Crown Prince
- Reporting on a monthly and weekly to Direct manager
- Responsible for follow-up transactions movement after issuing L.P.O
- Follow up with the owners of the checks and the existence of solutions in case of any problem

septembrie 2012 - august
2014

1 an și 11 luni

Accountant on SAP

Arts Industrial Stones Factory

(), Contabilitate, finante, audit

This factory is using SAP Business All-in-one
System SAP ECC 6.0

& I was assigned to handle the following responsibilities:

- Accounts Payable, includes processing invoices, following up with vendors and resolving discrepancies in a timely manner. Vendor maintenance in SAP.
- Accounts Receivable, including processing payments, producing statement of accounts, collections on overdue accounts and account reconciliation when required. Customer maintenance in SAP.
- Banking, processing bank deposits, including trips to the bank. All associated finance entries.
- Processing Employee expense reports, verifying expenses are within the company guidelines, correcting errors, questioning abnormal expenses and entering into the finance system.
- Company credit card reconciliations and communication for obtaining supporting documentation.
- Invoice creation and distribution when required.
- Filing and records retention
- Assisting with Monthly and Year End tasks
- Reception and Administrative support
- Assist with Special projects as required
- Preparing Monthly Payroll
- Handling Petty Cash

Recomandari

Acest candidat are recomandari de la fosti angajatori, pe care le puteți vedea achitând pentru acces.

Education

Studii superioare

până in 2013

Charter University in UAE, Charter University in UAE
Bachelor Degree in Business Administration, Major in Accounting

Instruire continua, cursuri de formare

2013

SAP Certified Application Associate. Financial Accounting in SAP ERP 6.0 in SAP Mena, or. .

Competente-cheie

- Detail oriented, ability to show initiative and take responsibility
- Strong MS Office skills
- Effective time management skills
- Enhanced verbal and interpersonal communications skills
- Effective problem solving skills
- Ability to work independently and in a team oriented environment

Competente lingvistice

Araba	Materna
Romana	Elementar
Rusa	Fluent

Informații suplimentare

Calatorii de afaceri	disponibil pentru detașări de serviciu
Cetațenie	Moldova
Despre mine	I have been qualified as a Certified Application Associate in the Financial Accounting, and as such, I'm looking for an opportunity that suits my technical skills