



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

HoM's Assistant

Despre mine

The Attitude changes the Altitude!

Experiența profesională

QA MANAGER · Business Plane Network

August 2022 - Iunie 2023 · 11 luni

- Reviewing policies and standards, checking that the company's processes are compliant and current policies reflect all regulatory and internal standards;
- Prepared monthly and quarterly management reports and successfully implemented KPI for the company 2023 Business Plan ;
- Developing improvements to the production processes by analyzing data to pinpoint areas for improvement;
- Handling customer complaints or feedback, developing suitable corrective measures and documenting/reporting progress;
- Identifying any training requirements to meet the quality standards and arranged such training to individuals;
- Planning, conducting and monitoring product testing and inspections to ensure that auditing, testing and other QA work is correctly carried out and properly documented;
- Responsible for the control of all documents in the company; (promoted from Senior Accountant position to QA Manager after successful implementation of QMS)

Senior Accountant · Business Plane Network

August 2022 - Februarie 2023 · 7 luni

- Writing invoices in 48h;
- Process bank operations in QuickBooks;
- Register non-electronic bills; Manage the correct account expenses for bills;
- Analyze monthly Profit and Lose for the Italian branch;
- Manage accounting duties with CEO & external accounting consultant;
- Review and analysis of financial accounting data for all branches;

- 👤 26 ani
- ♀ Feminin
- 📍 Chișinău
- 💰 20 000 MDL

Preferințe

- Full-time

Limbi

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

Permis de conducere

Categoria: B

Junior Accountant · Veo Worldwide Moldova

Martie 2021 - Iulie 2022 · 1 an 5 luni

- Monitoring the status of accounts payable and receivable;
- Checking the information on the invoices with the information from SAP;
- Organizing internal and external payments;
- Reconciling situations with suppliers;
- KPI -100% quality payments without delays;

Accountant · Ital Automation Systems SRL

Iunie 2019 - Februarie 2021 · 1 an 9 luni

- Processing of primary documents & writing invoices for Moldova and foreign countries; Records of purchases and roadmaps;
- Settlements with suppliers, buyers, filling in the cash register;
- Personnel records, salary and bonus calculation;
- The evidence of the bank accounts, both in MDL and in foreign currency(eur/\$), etc.
- Preparation together with Chief Accountant of monthly IPC, VAT declarations and independently monthly , quarterly statistical reports; Other tasks specified by the Chief Accountant and CEO.

Studii: Superioare

State University of Moldova

Absolvit în: 2020

Facultatea: Economie

Specialitatea: Accounting

Cursuri, training-uri

Successful Business Training for implementation the Quality Management System according ISO certification in Business Plan Logistics company

Absolvit în 2022

Organizator: CERTVALUE- Top ISO Certification Consultant