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- 👤 43 ani
- ♀ Feminin
- 📍 Chişinău

## Preferințe

- Full-time

## Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Engleză** · Fluent
- **Franceză** · Mediu

## Permis de conducere

Categoria: B

Cu automobil personal

# Management, Marketing, Administrative

## Despre mine

good communication skills gained through my experience as inventory control specialist

- good analytical skills gained through my experience as Economist-accountant- financial-analyst
- good relationship with the customers and suppliers in logistic organization of transport.

good command of Microsoft Office™ tools

- good command of accountant program 1C-C 7.7,
- good command of Internet Explorer, International programs (IREN,IRIS,ICS, CRM)

## Experiența profesională

**Executive manager** · ICS Link Comapany SRL  
*Septembrie 2015 - Prezent · 9 ani 3 luni*

Carry out the mission, vision and objectives of the firm

- Data base entry in CRM system
- Transport logistics
- Cash Flow planning
- Budget setting
- R eview financial reports to make financial strategy decisions and revenue or cost adjustment decisions
- Invoices issue
- Bank statements recording
- Salary calculation
- Internati onal, national trips recording
- Accounts receivable and payable control
- Accountability in the clouds keeping (Czech Republic and Republic of
- Supplier and Customer Relationship management
- Deliverables follow up
- Supervise and coordinate the operatio nal activities
- Checking financial documents (invoices/bank statements/credit notes) received from the local des
- Reconciling the accounts of the vendors and reporting activities if needed

## **Assistant of National expert** · Business Research Company (BRC)

*Ianuarie 2013 - Decembrie 2014 · 1 an 11 luni*

Proiect

“Implementation Unit of the World Bank Competitiveness Enhancement”, Republic of Moldova

- Contributed to the successful development of the project communication, translation, organization of meetings of staff members of the MoEI, Quality Infrastructure institutions, BS Os and business associations , international
- Assignment was to contribute “supporting stakeholders during the execution of the project mission”.
- Translation and adapting The Directive 2007/45/EC of the European Parliament and of the Council of September 5, 2007 laying down rules on nominal quantities for pre packed products, repealing Council Directives 75/106/EEC and 80/232/EEC, and amending Council Directive 76/211/EEC
- Translation and adapting of European Parliament and Council’ Directive 2009/34 /EC of April 23, 2009 relating to common provisions for both measuring instruments and methods of metrological control;

## **Inventory control specialist** · ICS “Mary Kay (Moldova) Limited” L.L.C.

*Septembrie 2012 - Decembrie 2014 · 2 ani 3 luni*

Planning and promotion of new products

- New production presentations
- Controlling and Maintaining the necessary items in stock
- Monthly analysis of long-term prognosis of products for timely adjustment of production and their supply
- Analysis of new product sales
- Analysis of product quality and validity periods
- Development of product information to prepare the order form and other Company printed materials (codes, prices, titles, promotions and special offers, etc.)
- Analysis of key indicators in sales: Analysis of costs and implementation of key financial indicators and initiate necessary changes; Analysis of sales by category and develop actions to promote and increase sales.

**Economist-accountant- financial-analyst** · ICS  
"Mary Kay (Moldova) Limited" L.L.C.

*Mai 2005 - Septembrie 2012 · 7 ani 5 luni*

Settlements with clients, advance returns GAAP, stock planning, calculation, preparation and payment planning, preparing international standards GAAP. Cash flow analysis and planning in dynamic budgeting. Costs and revenues analysis.

**Economist-accountant** · Designing and Construction Company Badprim L.L.C

*Ianuarie 2003 - Mai 2005 · 2 ani 4 luni*

Control and verification of statements of expenditure, work refund , preparing financial statements, performing bank transactions, the processing of customs declarations

**Accountant** · Excalibur L.L.C

*Ianuarie 2002 - Ianuarie 2003 · 1 an 1 lună*

Salary calculation and its payment , Settlements with clients , preparing of primary documents

**Studii: Superioare**

**Academy of Economic Studies of Moldova**

*Absolvit în: 2003*

Facultatea: Finance and Accounting

Specialitatea: iploma in finance and accounting (equivalent to a master degree)