

Top Skills

Analytical Skills
Financial Reporting
General Ledgers

Languages

Polish (Professional Working)
Ukrainian (Native or Bilingual)
Hebrew (Elementary) English
(Professional Working)

Certifications

International qualification CAP
The diploma in financial
management

Bookkeeper | QuickBooks Online | Xero | NetSuite | Zoho | Certified accountant practitioner | Bookkeeping for small and middle businesses with dynamic approach

Summary

With 15 years of deep-dive experience in accounting, I've carved out a niche in turning financial insights into actionable strategies. I am certified and committed and offer excellent timing, task efficiency, and an unwavering dedication to responsibility.

My journey has been about more than just balance sheets and audits; it's about fostering relationships with businesses of all sizes and helping them thrive. From startups with big dreams to international giants facing complex challenges. I've ensured their financial health and guided them toward sustainable success.

What makes me tick? A relentless passion for uncovering cost-saving opportunities and fine-tuning financial processes. Let's connect and explore how I can support your business in achieving its financial goals without the hassle.

Experience

Guberman Group

Bookkeeper

April 2022 - Present (2 years 4 months)

Israel

The whole bookkeeping cycle of multiple clients from the USA, ISRAEL, UK, and Singapore:

- Account receivable (work with customers: invoicing, reconciliation, collection, payments applying to invoices)
- Account payable (work with bills, reconciliation with vendors);
- VAT reports, assistance in preparation (Israel, UK, NI, Singapore)
- Payroll (working with timesheets, Semi-monthly and Bi-weekly payroll preparation, STD and parental leaves processing)
- Payments processing, bank reconciliation
- Periods closing, BS and P&L preparation

-Assistance in annual audits

Ukraine Fire Protection Group

Chief Accountant

May 2019 - March 2022 (2 years 11 months)

Kyiv City, Ukraine

Head of accounting department (4 accountants)

Providing:

- set up of accounting policy and accounting control of all work parts;
- everyday accounting consultations to employees and management of company;
- salary calculation and payment according to the recent legislation, personnel accounting;
- control after the rightness of VAT reflection, tax optimization;
- preparing all statistical, financial and tax reports for 3 company and for private entrepreneurs

ATC 10976 LLC

Bookkeeper (remotely)

April 2017 - May 2019 (2 years 2 months)

United States

Providing:

- everyday data collection, contacting with drivers, dispatchers, bank managers, vendors, brokers, insurance company;
- accounting of expenses;
- receivables and payables accounting and control;
- making payments for vendors;
- reflecting all business operations in management reports and preparing reports every week, month (cash flow, profit and losses, financial results) in form of excel tables;
- preparing few tax reports of carrier company (IFTA, HUT and other highway use reports for few different states)

Happycom International, Ltd (whole trade)

Chief Accountant

March 2015 - April 2017 (2 years 2 months)

Kyiv City, Ukraine

Providing of the whole cycle financial, tax and management accounting: currency accounting, expenses and profit of company, calculations with customers and suppliers (control of rightness of processing of documents,

control of company receivables and liabilities); reflection of fixed assets, low cost assets; control after the rightness of VAT reflection; control after the rightness of unified tax reflection;

- preparing all financial and tax reporting, monthly management reporting

Express-mail, Ltd (Courier services)

Chief Accountant

March 2015 - April 2017 (2 years 2 months)

Kyiv City, Ukraine

Providing of the whole cycle financial, tax and management accounting:

- expenses and profit of company;
- calculations with customers and suppliers (control of rightness of processing of documents, control of company receivables and liabilities);
- reflection of fixed assets, low cost assets;
- control after the rightness of VAT reflection;
- control after the rightness of unified tax reflection;
- preparing all financial and tax reporting;
- annual management reporting.

"Roshen-Traid" Ltd (representation of Corporation "Roshen"), wholesale

Vice-Chief Accountant

April 2010 - March 2015 (5 years)

Kyiv City, Ukraine

Providing financial accounting:

- payroll calculation (preparing monthly payroll calculations, preparing tax, statistical and social reporting);
- calculations with suppliers (control of rightness of processing of documents, control of company liabilities);
- accounting of petrol, car repairs and service, control after the rightness of riding lists registration;
- accounting of fixed assets, low cost assets.

Providing tax accounting and tax calculations of company's business and financial activities according to current legislation (control after the rightness of VAT reflection, control after the rightness of expenses and profit reflection), preparing tax reporting.

Education

Zhytomyr State Technological University

Master's degree, Accounting · (September 2003 - June 2008)