

Experience in the economic sphere	<p><b>09.02.2018 – until now – Supervisor Fund Accountant, BNY Mellon, str. Swobodna 3, Wrocław, Poland</b></p> <ul style="list-style-type: none"> <li>• Preparation and calculation of accurate NAVs across all funds.</li> <li>• Ensuring the NAVs are accurately prepared and reported within deadlines.</li> <li>• Booking trades to the accounting system.</li> <li>• Updating/developing tools in Excel using VBA.</li> <li>• Sign-off on daily checklists for all net asset values prepared by you.</li> <li>• Adhering to The Bank of New York Mellon standard procedures and controls.</li> <li>• Preparation cash and asset reconciliations.</li> <li>• Performing price tolerance checks.</li> <li>• Balancing the Balance Sheet.</li> <li>• Communicating any operational issues that arise to Manager</li> <li>• Maintaining daily/monthly files in a manner suitable for future review by Managers and internal auditors.</li> <li>• Providing non-daily services to all clients.</li> <li>• Ensuring client concerns/requests are solved as soon as possible and within an agreed timetable.</li> <li>• Keeping Manager informed of any issues and their progress and highlighting any client concerns/complaints as a matter of urgency.</li> <li>• Maintaining a friendly but professional relationship for all dealings with clients.</li> </ul> <p><b>01.03.2021 – 28.02.2022 – Senior Accountant, Accounts Receivable, INFOSYS POLAND Sp. z o.o., str. Sucha 3, Wrocław, Poland</b></p> <ul style="list-style-type: none"> <li>• Processing of refunds to customers.</li> <li>• Booking payments in SAP.</li> <li>• Clarification of payment differences.</li> <li>• Reconciliation of accounts and discrepancies' clarification.</li> <li>• Answering queries related to reminders (e-mails and phone calls).</li> <li>• Supporting receivables management.</li> <li>• Participating in audits, projects and transitions.</li> <li>• Proposing and implementing improvements.</li> <li>• Performing period end and year end tasks.</li> </ul> <p><b>01.09.2016 – 15.06.2017 – Student's practice - Sales manager assistant, AT HANDEL, str. Strzeszynska 30, Poznan, Poland</b></p> <ul style="list-style-type: none"> <li>• Creation of electronic clients' database.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Search of potential clients.</li> <li>• Sending commercial offers.</li> <li>• Finding the transport for the order.</li> <li>• Issuing of transport documents.</li> <li>• Collection and sending of documents for the accountant.</li> <li>• Issuing invoices.</li> <li>• Preparation of the transport documentation.</li> <li>• Work with the customers.</li> <li>• Resolution of any arising problems or complaints.</li> </ul> <p><b>01.06.2016 – 31.07.2016 - Bachelor practice - City administration, economic department</b></p> <ul style="list-style-type: none"> <li>• Preparation and allocation of the city budget.</li> <li>• Creation of programs of economic development of the city.</li> <li>• Development of the programs to attract investment.</li> </ul> <p><b>15.11.2015 – 31.12.2015 – Bachelor practice – Sales manager assistant - Bank "GENBANK"</b></p> <ul style="list-style-type: none"> <li>• Provide banking assistance to bank customers in handling their deposits and payments.</li> <li>• Assist and support bank administration.</li> <li>• Gather and analyze financial and related data of customers.</li> <li>• Assist customers in handling their deposits and check payments.</li> <li>• Assist banking personnel in preparing and checking bank documents and statements.</li> <li>• Liaise between banking personnel and customers.</li> <li>• Verify and inspect loan documents and customer credentials.</li> <li>• Prepare and develop individualized loan packages to customers.</li> <li>• Promote and cross-sell banking products and services to customers.</li> </ul>
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#### EDUCATION

September 2012 – June 2016	<b>Taurida National V.I. Vernadsky University, Simferopol</b>
	<u>Faculty: Economics</u>
	<u>Specialty: International economy</u>
October 2016 – December 2019	<b>Wroclaw University, Poland</b>
	<u>Faculty: International Relationships</u>
	<u>Specialty: German Studies</u>
October 2017 – January 2020	<b>Wroclaw University, Poland</b>
	<u>Faculty: Economics</u>
	<u>Specialty: Business analyzing and management</u>
October 2018 – May 2019	<b>National University of Ireland, Dublin</b>
	<u>Professional Certificate in International Investment Fund Services</u>
October 2023	<b>EY Academy of Business Warsaw / Akademia WSB</b>
	<u>ACCA Managing Finance and Accounting in International Environment</u>

#### FOREIGN LANGUAGES

—	Native in Russian language
—	Native in Ukrainian language

SKILLS

Computer skills	SQL, Tableau, Power BI, MS Office, Open Office, Course of VBA (Comarch), GITHUB Projects
Driver's license	Category B, B1, M
Personal interests	Programming, Financial analysis, Investment analysis, Bloomberg Terminal, Integration processes, International Economics, Languages.
—	Fluent in English language – C1 level - Cambridge Certificate in Advanced English
—	Fluent in Polish language – C2 level certificate
—	Basic German – level A2 Österreich Institut Zertifikat

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