

## Top Skills

SAP ERP

Accounting

Accounts Payable

## Languages

angielski (Professional Working)

niemiecki (Elementary)

Senior Accountant, Chief Accountant

## Experience

Limagrain Polska

Senior Accountant, Chief Accountant

January 2023 - Present (1 year 8 months)

Poznań, Woj. Wielkopolskie, Polska

- keeping books of accounts on the basis of accounting documents,
- fixed assets,
- settlement of employees' expenses, including business trips,
- preparation of reports for statistical purposes (GUS, NBP),
- keeping the VAT register, preparing JPK\_V7, VAT-UE declarations,
- analysis of settlements,
- preparation of financial statements,
- preparation of periodic reports, at the end of the month, half-year and year,
- calculation of income tax,
- preparation of the payments,
- working on SAP 4 Hana program,
- cooperation with auditors.

AL-KO Vehicle Technology Group

Samodzielny księgowy

February 2022 - December 2022 (11 months)

SITECO

Accountant

July 2019 - January 2022 (2 years 7 months)

Poznań, woj. wielkopolskie, Polska

- Posting invoices,
- Posting outgoing/incoming payments,
- Vat netting,
- Salaries posting.

ROCKWOOL International

AP Senior Accountant

September 2016 - June 2019 (2 years 10 months)

Poznań, woj. wielkopolskie, Polska

- Migrated AP Prozesse
- Processing accounting documents in systems Kofax, Basware, SAP
- Verifying, processing and posting invoices,
- Contact with suppliers,
- Preparing proposal payments,
- Processing month-end closing processes, accounts reconciliation,
- Confirming balances from suppliers,
- Checking statements.
- Daily contact with Local Business,
- Dealing with late payments on invoices, reminders and debt collections.

### DFDS Polska Sp. z o.o.

2 years 7 months

#### Senior Accountant for Nordic Country

April 2015 - August 2016 (1 year 5 months)

Poznań Area, Poland

- Processing accounting documents in systems Visma, Star, CapNordic, Verifying, processing and posting Norwegian and Danish invoices,
- Contact with Norwegian and Danish suppliers,
- Processing month end closing processes,
- Confirming balances from suppliers,
- Processing and posting travel expenses,
- Supplier reconciliation to GL account,
- Manual posting of invoices,
- Daily reconciliation between Cap Nordic and Visma,
- Reconciliation of pre-registration account. Correction of rounding account,
- Supplier age analysis,
- Checking and changing divisions in ledger accounts,
- Clearing of direct debits,
- Reclassification of accounts payable,
- Dealing with late payments on invoices, reminders and debt collections,
- Checking statements,
- Reconciliation of supplier accounts,
- Supporting process improvements initiatives,
- Posting of travel expenses according to travel management policy,
- MEC reporting,
- Daily contact with Local Business,

## Accountant for Nordic Country

February 2014 - August 2016 (2 years 7 months)

Poznan, Greater Poland District, Poland

- Migrated AP Processes, Master Data and Cash Management from Local Business in Oslo to Poznań,
- Processing accounting documents in systems Visma, Star, CapNordic,
- Verifying, processing and posting Norwegian and Danish suppliers invoices,
- Preparing, making and posting payments,
- Contact with Norwegian and Danish suppliers,
- Preparing of work instructions for some processes,
- Archiving documents,
- Confirming balances from suppliers,
- Daily contact with Local Business,
- Contact with English- and Norwegian-speaking suppliers,
- Verification of travel expenses. Posting and coding of travel expenses vouchers,
- Reclassification of accounts payable,
- Dealing with late payments on invoices, reminders and debt collections,
- Checking statements,
- Reconciliation of supplier accounts,
- Manual posting of invoices,
- Month-end closing activities,
- Cap Nordic and Visma daily reconciliation,

## Netto, Dansk Supermarked

Junior Accountant

October 2013 - January 2014 (4 months)

Verifying and processing Swedish suppliers invoices,

Registration Swedish invoices,

Processing accounting documents in system SAP,

Contact with Swedish suppliers.

## Cunard Line

Waiter

July 2012 - April 2013 (10 months)

Waiter on ship Queen Victoria.

## Sices Montaż Sp. z o.o.

Accountant

October 2008 - March 2012 (3 years 6 months)

Verifying and processing supplier invoices,  
Keeping accounting records correct and on time,  
Registration invoices, bank statements and other accounting documents in  
accounting system,  
Payment processing,  
Supporting month end closing process,  
Contact with other branches and suppliers,  
Accounting Cash Reports.

Tesco Tech Support Ltd

Assistant

July 2006 - August 2008 (2 years 2 months)

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## Education

Uniwersytet Ekonomiczny w Poznaniu

Magister, Ekonomia · (2008 - 2013)