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**Kristina**

**Kristina.365713@2freemail.com**

**Personal Information:**

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| --- | --- |
| Nationality:  | Russian |
| Age:  | 36 |
| Date of Birth:  | 25.08.1980 |
| Marital Status: | Single |
| Resident:  | Dubai, UAE |
| Driver’s License  | Yes  |

**Professional Profile**

A versatile and accomplished Executive Assistant to CEO and Finance Executive with 16 years international experience across Europe and the Middle East. Combines the highest performance standards within a diverse range of administrative functions, leading a team focused on improving company operations with strong business acumen along with a proven ability of executing precise financial management coupled with a logical and analytical approach to solving complex problems and issues. Enjoys leading, motivating and being part of a productive team; equally comfortable working on own initiative. Possesses exemplary planning skills and accustomed to operating under considerable pressure, remaining calm and effective and prioritizing wisely.

**Professional Experience**

**Delhaye Gregory Group, Dubai, UAE**

November 2016 – January 2017

**Personal Assistant to Chairman**

* Create effective filing systems and retrieve case data efficiently as and when needed.
* Office Management, furniture arrangement
* Keep track of prior scheduled appointments and issue timely reminders accordingly.
* Act as liaison among senior executive and staff members.
* Handle daily correspondence, forward it to relevant sections and attend telephone calls.

**JBM FZ LLC, Dubai, UAE**

May 2009 – October 2016

**Personal Assistant to C.E.O.**

* Create effective filing systems and retrieve case data efficiently as and when needed.
* Keep track of prior scheduled appointments and issue timely reminders accordingly.
* Act as liaison among senior executive and staff members.
* Assist the senior management in arranging meetings and conferences.
* Handle daily correspondence, forward it to relevant sections and attend telephone calls.
* Processing CEO’s business expenses and other administrative items.
* Assistance in Company and other Management Logistics, hotels, travels, air tickets booking, transportation arrangement and follow up.
* Arranged personal matters and tasks including medical insurance claims for the family, housing and other.
* Arranged children school and transportation payments.

**Accountant**

* Setting up accounting, consolidation and reporting system.
* Preparation of local management P&L, balance sheet, receivables and cost performance reports.
* Managed accounting process – month close and daily reporting.
* Development of Profitability and Balance Sheet performance analysis, various management reports.
* Internal Controls and Procedures implementation and daily monitoring. Liaison with Audit during annual audit process.
* Bank Reconciliations. Balance Sheet accounts reconciliation. Management fees processing.

**Hedley International Emirates (L.L.C.) Abu Dhabi, UAE**

March 2008-May 2009

**Personal Assistant to C.E.O.**

* Documentary and secretarial assistance, office managing, correspondence preparation and control, business and personnel meetings arrangement.
* Commanded CEO's personal and professional schedule.
* Arranged CEO's travel plans for international and domestic trips.
* Arranged CEO's personal tasks coordinating errands household duties and staffing wardrobe and gift-purchasing.
* Assisted CEO with interacting with vendors and suppliers.

**Senior Accountant**

* Dealing with all vendors' accounts, preparing the financial & accounting transactions. Making the monthly vendors account reconciliation.
* Bank reconciliation
* Posting to the Journal book & to the general ledger
* Making the monthly trial balance and the year ended financial statement & budget.
* Deal with sales accounts & investor's accounts.
* Preparing all financial statements.
* Responsible for all accounting cycle. Annual stock working.

**Sheraton Abu Dhabi Hotel & Resort**

Managed by Starwood Hotel & Resort Inc.

Abu Dhabi, UAE

May 2006 – January 2008

**Accountant- Supervisor**

* Monthly Payroll processing, Accounts Payable assistance, closing books, balance preparation, accounts reconciliation.

**Sheraton Grande Turkmen and Four Points Ak-Altin Hotels**

Managed by Starwood Hotels and Resorts Inc.

**June 2001 – May 2006**

**Jan 2005 to May 2006**

**Cost Controller**

* Food and Beverage Monthly Reconciliation Daily Food Costing
* Taking month end closing inventory and outlet spot checks
* Comparison of food and beverage actual and potential cost of sales
* Receiving of the hotel purchases in accordance with purchase requests, contracts and etc. and preparation of the daily receiving report
* Recipe cards for food and beverage items updating with the latest purchase price and menu charges complied with government and corporate record retention requirements
* Checking captain orders, review Sales & Promotion, Administrative & General, Employee meal, Officers meal and Entertainment checks.
* Responsible for Purchase Ledger reconciliation, reconciliation cash advances given to the Purchase Manager according to invoices and supporting documents.

Accounts Payable from Apr 2003 to Jan 2005

* Directly responsible for coordinating and preparation of payments for all taxes, social insurance, loan interest and other claims complied with government and corporate record retention requirements
* Responsible for all invoices as per the contract are verified for correctness and all accounts cording on invoices are approved by the concerned department head and obtained before payment is made.
* Responsible for checking the correctness of posting in the system. Reconcile the totals of Nominal Purchase Ledger balances to the General Ledger balance.
* Review the Aged Creditors (A/P Aging) report and reconcile the balances in “Scala” to the outstanding invoices.
* Responsible for making acts of reconciliation with major Suppliers and approved by Supplier.
* Responsible for daily Receiving Repot from F&B Controller's verification for correctness and completeness

**Accountant, Income auditor**

**June 2001 to Apr 2003**

* Preparing daily, weekly and monthly reports regarding sales, warehouse operations and book keeping of the branch offices in Turkmenistan. Checking sales and warehouse repots in Ashgabat head-office. Auditing data of the general stock of all offices in Turkmenistan. Checking sellers' daily reports, preparation of payroll for office staff. Handle issues and receiving of goods to storerooms and checking supporting documents. Assisting the General Manager in analysis of demand for products from customers.

**Education**

Moscow State University of Economics, Statistics and Information Science

Sep, 1998 – Sep, 2002

Bachelor Degree in economics

**Addition Courses**

Sheraton Bahrain Hotel

Manama, Bahrain

Principles of Financial Accounting in Hospitality, Aug 2002

**Computer literacy**

* Microsoft Office
* SUN systems
* Opera, Scala
* Fidelio
* Logo Gold
* PeachTree
* Quickbooks
* Sage 50 Accounting

**Languages**

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| --- | --- | --- | --- |
| Russian (native) | Read  | Write  | Speak |
| English | Read  | Write  | Speak |

**References on Request**