**Liana**

**UAE Tel:** C/o 971504973598

**E-mail:** liana.377464@2freemail.com

**PERSONAL SUMMARY**

*•* Eager to meet challenges and quickly assimilate new concepts

*•* Having excellence in fast-paced and time-limited environments

*•* Persistent and proactive problem solver

*•* Conscientious, honest, dependable, responsible

*•* Enthusiastic knowledge-hungry learner

*•* Good cultural and religious sensibility and adaptability

# ACADEMIC BACKGROUND AND TRAINING

**National Agricultural Academy of Ukraine 09/2002 – 07/2007**

***Master Degree*** *in* ***Accounting and Audit***

# “ORACLE” Academy, Ukraine 07/2014 – 10/2014

*Fundamentals of Software Quality Assurance*

# "QUANTOR" Training Center, Ukraine 09/2013 – 06/2014

*Java Core Course*

# "Financial Accounting & Reporting”, UAE 02/2016 – 05/2016

*PWC Academy CPA Courses*

# PROFESSIONAL EXPERIENCE

***General Accountant & Financial Analyst***

***“Back to Back Trading” LLC –*** *Trading Company,* ***Dubai, UAE* 03/2017 – 01/2018**

* Managing all financial and accounting operations of the Company
* Managing all accounting operations including Billing, A/R, A/P, GL, Cost Accounting, Payroll, Inventory Revenue Recognition
* Developing monthly, quarterly and annual financial statements and forecasts
* Monitoring and interpreting cash flows and predicting future trends
* Managing the Company's financial accounting, controlling and reporting systems
* Managing the preparation of the budget and financial forecasts and report variances
* Developing and documenting business processes and accounting policies & procedures
* Managing all banking and finance activities including projects finance
* Collaborating with external auditors to ensure smooth execution of external auditing process

***Senior Accountant & Business Administrator***

***“Clarus” LLC –*** *Construction Company,* ***Dubai, UAE* 08/2015 – 01/2017**

* Managed the maintenance & collection of all outstanding balances, payable, receipts vouchers
* Created invoices, bank reconciliation, downloading and saving cheque images and another document
* Prepared, examined, and analyzed accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
* Completed responsibility for items billed and accounts receivable, including invoice mailing, handling cash receipts and statements, and processing interdepartmental transfers
* Delivered periodic reporting and any Accounts reports required for business
* Prepared monthly, quarterly and year end closing activities
* Ensured the accuracy of the cash register report, & petty cash, traffic violation
* Coordinated office staff activities to ensure maximum efficiency, review and approve office supply acquisitions, handle customer inquiries and complaints
* Scheduled and coordinated business and personal appointments for Managing Director, arranged transportation and hotel accommodations, attend business meetings

***Accountant***

***“NetCraft Computers” -*** *Private IT Company,* ***Kharkiv,******Ukraine* 05/2009 – 12/2014**

* Managed generation of financial statements according to local accounting standards
* Reported to relevant local financial authorities (Central Bank, Sate Tax Office, etc.)
* Analyzed financial data and develop financial analysis with the aim of optimizing
* Prepared journal entries, cash, and inter-fund transfers
* Managed all financial transactions with clients, banks and suppliers
* Directed and overseen the administrative function of the Company including contracts management, human resources

***Administrative Manager***

***“TEONA”*** *- Georgian Cuisine Restaurant,* ***Kharkiv, Ukraine*** **08/2007 – 12/2008**

* Coordinated procurement for effective and timely delivery of goods and services
* Supervised in-processing / out-processing procedures for accountably of food items, laundry, etc.
* Managed inventory system of the restaurant
* Supervised the housekeeping activities of the staff
* Managed individual employee’s files
* Assisted employees with routine personnel related questions and issues
* Provided customer service support

# COMPUTER SKILLS

Microsoft Office (Word, Excel, Outlook, Access), C1, Opera, Dumisoft, Tally ERP 9, Phenix, Al- Ameen

# LANGUAGES

**English:** *upper-intermediate* **German:** *lower-intermediate* **Russian, Ukrainian:** *native*