



👤 25 years
 ♀ Female
 📍 Chişinău

Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

Accountant

About me

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Skilled in problem-solving and optimizing performance. Capable of managing projects and collaborating effectively with teams. Committed to continuous learning and staying current with industry trends to contribute to organizational success.

TOP Skills

- **Accounting Control** · 3 years
- **Content Creation** · 12 months
- **Team managment** · 9 months

Preferences

- Part-time
- Full-time
- Hybrid

Languages

- **Romanian** · Communication
- **Russian** · Native
- **English** · Fluent

Skills

- Staff training
- Creating reports
- Analyzing Information
- Public Speaking
- Documentation skills
- Data collection & research
- High-quality communication
- Team player
- Problem Solving
- Creative
- Logical Thinking

Work experience

Accounts Receivable Specialist · Freelance · Chişinău

August 2025 - Present · 2 months

- Processed bills and invoices.
- Worked on accounts receivable.
- Analyse and resolve pay discrepancies and address issues.
- Prepare and process weekly payroll.
- Developed financial analysis reports and presentations by applying acquired financial principles.

Skills: Accounting Control

Accountant · AS Expert SRL · Chişinău

March 2025 - August 2025 · 6 months

- Salary count.
- Worked in 1C.
- Track legislative and tax updates relevant to payroll, the unified tax regime, VAT, and employee benefits systems.
- Management and control of the flow of accounting documents.
- Prepared monthly, quarterly, and annual closing reports.

Skills: Accounting Control

Head of Accounting / Financial Analyst · LET'S DISPATCH · Chişinău

July 2022 - February 2025 · 2 years 8 months

- Salary count.

- Preparing the invoices.
- Work in QuickBooks / Google Sheets.
- Analysis of accounts receivable.
- Prepared detailed reports on the financial status of clients' investments.
- Developed financial analysis reports and presentations by applying acquired financial principles.
- Prepared monthly balance sheets, income statements, cash flow statements, and budgets.
- Managed daily financial operations, including invoicing, accounts payable/receivable, and reconciliations.

Skills: Accounting Control

Head of Marketing Department · WEBMASTER STUDIO · Chişinău

April 2021 - December 2021 · 8 months

- Analyzed campaign performance data to identify opportunities for optimization and improvement.
- Drafted content for websites, newsletters, brochures, emails, advertisements, blog posts to drive traffic towards the company's website.
- Delivered marketing strategy updates to upper-level management.
- Organized events, such as conferences, trade shows, and press interviews, to promote the company's products and services.
- Interviewed and hired talented individuals to add value to the marketing team.
- Supervised creation of marketing materials and collateral.

Skills: Team management

Social Media Manager (SMM) · Beef Meat&Wine · Chişinău

October 2019 - September 2020 · 12 months

- Planned, produced and edited video projects to maximize engagement.
- Assisted with developing promotional campaigns across multiple channels.
- Utilized graphic design software to create visually appealing images and infographics.
- Conducted keyword research to guide content creation and optimize reach.

Skills: Content Creation

Desired industry

- Accounting / Audit

Education: Higher

ASEM*Graduated in: 2024*

Faculty: Marketing and Logistics

ASEM*Currently studying*

Faculty: Accounting and Finance of the Business