

Kiva Vika

Accountant/Technical writer

Dnipro



Work experience

Accountant August 2020 - May 2021
Networks.ua
1C:

- invoices and acts;
- financial reports.

Financial programs ([planfact](#), [zenmoney](#), [finolog](#)):

- budgets;
- financial transactions.

Tax programs ([cabinet.tax.gov.ua](#), [taxer](#)):

- tax returns.

Electronic document management ([sota-buh](#)).

Technical writer February 2020 - present
Networks.ua
EcoMap:

- specification;
- documentation;
- instruction.

EcoSmart:

- documentation.

Education

Computer Engineering 2017 - present
NTU DP

Skills:

English

B1

Financial management


Communication with clients


Creation of contracts


Submission of documents


1C maintenance


Research


General business knowledge


Data analysis


Attention to detail


Critical thinking


Prioritizing
