

Accountant

Social Quantum

July 2017 - present

- accounting and tax accounting of LLC and private entrepreneurs 3-rd group;
- calculation of compensations for salaries, vacations, sick leaves, social packages of employees;
- currency operations (sale of currency, exchange rate differences);
- accounting for fixed and intangible assets;
- taking inventory;
- managing operations with local banks and financial institutions;
- preparation of monthly financial statements for senior management;
- filing tax reporting LLC and private entrepreneurs 3-rd group;
- managing payable and receivables of the company;
- registration and liquidation of private entrepreneurial activities;
- maintaining a full cycle of a documents for personnel management of the company (preparation of the staff list, timesheet, documents for the hiring/dismissal of employees, vacation orders, employment contracts, job descriptions, conducting personal files of employees).