

# Sofia Petrescu

Romania | Female | 27

*Target MSc: Finance*

## PROFESSIONAL EXPERIENCE

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Senior Accounting Technician - Accounting Firm (Jan 2018 - Sep 2023)  
Managed client accounts and financial statements for SMEs  
Prepared monthly, quarterly, and annual tax reports  
Conducted audits and reconciliations to ensure accuracy  
Trained junior staff in accounting software and reporting standards  
Accounting Assistant (2017 - 2018)  
Data entry for client accounts and invoices  
Assisted in preparation of financial statements and tax documentation

## EDUCATION

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Post-secondary Accounting Certificate, Technical College Bucharest, 2016 - 2017  
Focused on accounting principles, financial reporting, and bookkeeping

## SKILLS

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Accounting, Excel, tax reporting, bookkeeping

## LANGUAGES

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Romanian (native), English (intermediate)

## PERSONAL INTERESTS

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Personal finance, continuous learning, financial literacy