

Sofia Petrescu

Italian | Female | 27

Target MSc: Finance

PROFESSIONAL EXPERIENCE

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

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

SKILLS

Accounting, Excel, tax reporting, bookkeeping

LANGUAGES

Romanian (native), English (intermediate)

PERSONAL INTERESTS

Personal finance, continuous learning, financial literacy