Małgorzata Ciechanowska

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Date of birth:	1988/09/12
Place of residence:	Warsaw
Nationality:	Polish

Experience

- **SAP Consultant**   09/2019 - at present

  IT company: **IBM Polska Sp. z o.o.**

  Head office: Warsaw

  - SAP consultant in the area of FI/CO, SD and MM
  - Testing and analysis
  - 3rd line support for users
  - Analysis of the business users' requirements and explication to the project team
  - Preperation of preliminary cost estimates for system upgrades, cooperation with developers
  - Work in SCRUM-style methodology (tool Jira) for optimized work organisation
  - Help in providing better quality of results than rival SAP competitors

- **Business and system analysis**   10/2018 – 07/2019

  Position: Specialist - IT Business Analyst

  Energy company: **PGE Systemy S.A.**

  Head office: Warsaw

  - Modelling and documenting business processes
  - Conducting analytical meeting with the client
  - Creating a business specification
  - Cooperation with developers teams, consultants and testers
  - Creating and presenting of the analysis supporting business decision making
  - Identifying, formulating and creating the list of uses cases and requirements
  - Creating and maintaining analytical and project documentation

- **System and business-financial analysis**   04/2018- 09/2018

  Position: IT Business Analyst

  IT company: **Symmetry Sp. z o.o.**

  Head office: Warsaw

  - Modeling system architecture along with its internal and external interfaces by using the Enterprise Architect tool
  - Implementation of client's business requirements and development of user documentation
  - Preparation of test scenarios and custom layout
  - Registration of incidents in HPSM (the first-line support)
  - Collaborating with the business client, developers and other team members

- **Programming - Databases**   07/2017 – 09/2017

  Position: PL/PGSQL Developer   part-time job

  IT company: **Gnuhost Technologies Ltd.**

  - Unit testing, writing test plans, test cases and executing them manually and automatisation with custom database unit test scripts
  - Using Application Life Cycle Management software (JIRA) to manage test cases, custom, PLPGSQL scripts for regression tests
  - Creating and updating tables, views, working with triggers, stored procedures
  - Assist in designing physical data structures to support application's requirements

- **Business-financial analysis - Business Valuation - Reporting – Accounting**   03/2014 – 04/2018

  Positions: Financial Analyst, Junior Group Reporting Specialist, Junior Accountant

  Companies: **Carlson Capital Partners Sp. z o.o.** (07/2017 – 04/2018)**, Medicover Sp. z o.o., Olam Polska Sp. z o.o., Abacus Biuro rachunkowe Sp. z o.o.,**

Head office: Warsaw
- Preparation of transaction documents (teasers, recommendation, offers, memorandum) for investors
- Company valuation by comparative method, business plan preparation for medical company
- Preparing ad hoc analysis (analysis of the financial situation of companies, profitability of companies' shares in a given industry)
- Consolidation of the financial results and run various reports based on internal data (IBM Controller system, sales and finance data bases)
- Intercompany reconciliation and posting holding company (SUN system)
- Ongoing contact with various stakeholders e.g. Controllers, BU accountants
- Loading of budget for BC and BU companies
- Creation of new cost centres on demand, enter data of warehouse
- Booking invoices and bank statements (SAP system)
- Cooperation with logistic team and SAP consultants
- Prepare declarations, including calculated taxes, register companies
- Keep revenue and expense ledgers and the books, enter data of warehouse
- Prepare declarations, including calculated taxes, register companies
- Keep revenue and expense ledgers and the books
- Work in Belgium: - Month-end closing activities in area of General Ledger and Group Reporting; support for accounting

- **Banking**   10/2012 – 05/2013
  Position: Analyst in AML/PEP Department
  Investment bank: **The Royal Bank of Scotland Group**
  Subsidiary: Warsaw
  - Monitoring transactions in terms of money laundering based on established procedures
  - Identification of corporate clients and their banking products
  - Presentation of periodic performance indicators

Education

- **Warsaw School of Information Technology under the auspices of the Polish Academy of Sciences**   10/2016
  Bachelor's degree in **Computer Science**   in progress
  Specialization: Software Engineering   planned graduation: 06/2020

- **University of Warsaw**   10/2010 – 06/2012
  Master's degree in **Management in Finance and Accounting**   graduated

- **Warsaw University of Technology**   10/2007 – 06/2010
  Bachelor's degree in **Economics**   graduated

Languages

Polish – Native   **English – Intermediate (B2)**

Skills

IT AREA

SAP ERP

Basic level of the programming languages: Python

Development environment: IntelliJ IDEA, NetBeans IDE, PyCharm

SQL: Oracle SQL Developer, PGSQL, database IDE: DataGrip;

Operating systems: Windows 10, Linux-Bash;

Others: HTML5, CSS,XML, open-source software: GIT, Hadoop, data mining

Understanding of the business process and system modeling notations: BPMN, UML;

Methodologies and frameworks: Scrum, agile project management software: Jira;

ANALYTICAL AREA

IBM Cognos Controller, Enterprise Architect, Visual Paradigm, Office 365, SharePoint, Pencil, Microsoft Project;

ACCOUNTING AND FINANCIAL AREA

Buchalter, Optima, Rewizor, Small Business, Finka, Wf-Fakir, Wf-Kaper, Wf-Mag, Korab, Symfonia Faktura, Symfonia Finanse i Księgowość, Symfonia Handel, Saldeo, Rachmistrz, SUN Accounting systems, Microsoft Office;

Certificates and courses

- I have passed the qualifying test by getting into Java Developer Program organized by C_School – The school is managed by **Connectis**.
  The project consists of two levels:
  1) Java Programming Course – Pool (60 hours) in which I'm currently a participant
  2) Python Course (60 hours)
- Certificate in English FCE, Certificate on the Warsaw Stock Exchange - ,,Investing on the stock exchange" (01/2018)
- Certificate: Quick Powerful Graphics with Power View, PowerPivot, PowerQuery, Power Map and Power BI - Microsoft (11/2018)

Additional experience and training

- **Data Science Summer Camp** (08/2018)
  Basics of Scilab, Data processing in Scilab. Introduction to understanding of the neural networks
- **KPMG** – training. The main topic: Avoidance of double taxation (05/2012)
- **Ministry of Finance – Tax Inspection** (internship) (05/2011 - 06/2011)
  Analysis of Fiscal Control in the transport industry

Linkedin, GitHub

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https://github.com/MalCiech