A person sitting at a table with food on it

AI-generated content may be incorrect.Marcelina

Peto

Finance Account Specialist

069 857 2426

marcelina.peto09@gmail.com

 Marcelina Peto

I am a finance accounting specialist with experience in managing invoicing, financial reconciliations, cash flow operations, and compliance across various industries. My expertise includes bank statement reconciliations, revenue tracking, client account settlements, and financial reporting, ensuring accuracy and efficiency in all financial processes. I have successfully managed cash operations, warehouse inventory monitoring, customs documentation, and accounts payable/receivable, optimizing financial workflows and enhancing operational efficiency. I excel at ensuring data integrity and driving financial accuracy within organizations.

About me :

# Work Experience

Finance Account Specialist

Aug 2023 - Present

Sisal Digital Hub Albania - Tirana, Albania

* Managing the invoices related to distribution network services, ensuring accuracy and compliance,
* Overseeing accounting entries, both automated and manual, for physical and online transactions,
* Monitoring cash flow within the distribution network, including automated and manual withdrawals, and ensuring accurate balance tracking,
* Recording and analyzing revenue on an accrual basis while managing network fees,
* Performing reconciliations across all financial systems linked to cash operations to ensure consistency and accuracy.

Finance Specialist

Sep 2022 – Aug 2023 Uji Qafshtama - Tirana, Albania

* Recording and reconciling bank statements in Financa 5,
* Managing client account reconciliations, ensuring timely payments and resolving outstanding balances,
* Overseeing the packaging and palletizing processes to ensure efficiency and accuracy,
* Monitoring warehouse inventory movements, including incoming and outgoing stock for designated clients,
* Tracking and managing packaging materials allocated to sales agents,
* Generating detailed client reports for performance analysis and decision-making,
* Conducting inventory audits, identifying discrepancies, and ensuring accurate stock records,
* Managing cash flow, performing daily reconciliations, and finalizing advance payments at the end of each quarter,
* Preparing and analyzing cash flow reports,
* Reviewing and verifying customs documentation upon arrival to ensure compliance with regulations,
* Auditing purchase invoices in Self Care, gathering necessary details, and coordinating with relevant departments,
* Validating and reconciling sales agents' invoices to maintain financial accuracy.

Finance Assistant

## Jun 2020 - Dec 2021 Advanced Technology - Vaqarr, Tirana, Albania · On-site

* Preparing detailed reports,
* Managing customs documentation,
* Recording and processing invoices in Financa 5,
* Overseeing accurate inventory management,
* Coordinating and fulfilling customer orders.

# Education

Java Full Stack (327 hours) April 2024 – January 2025

## 

## SDA by Protik

#Java Core #Java Advanced #Git #Software testing #MySql #JDBC #Hibernate #JPA #HTML ,#CSS #Javascript #Angular #Springboot

## Master of Science Cybersecurity

2021 – 2023

## Bachelor of Applied Economics

2018 – 2021

## University of Tirana Faculty of Economics GPA 9.4

#Cybersecurity #NetworkSecurity #InformationSecurity #Cryptography #EthicalHacking #PenetrationTesting #DigitalForensics #RiskManagement #DataProtection #CyberLaw #GDPR #ISO27001 #CloudSecurity #ThreatIntelligence #CyberThreats #BusinessContinuity #ITGovernance #FinTechSecurity #IncidentResponse #MalwareAnalysis

## Agricultural University of Tirana GPA 9.2

#AppliedEconomics #Microeconomics #Macroeconomics #EconometricAnalysis #FinancialMarkets #EconomicPolicy #SustainableDevelopment #AgribusinessEconomics #MarketAnalysis #RiskManagement #TradeEconomics #DataAnalytics #MonetaryPolicy #PublicFinance #InvestmentAnalysis #EconomicModeling #DevelopmentEconomics

**Soft Skills** Communication Collaboration Problem-Solving Adaptability Work Ethic Empathy

**Languages** English B2 – C1 Italian B2 French A2