Anna Mactova

Toronto, ON
annamactova3_bad@indeedemail.com - +14162780337

September 29th 2017 - March 2nd 2018
Concur Recruitment Limited, Coventry, United Kingdom
Accounts Administrator
- Monitoring accounts receivable and payable (receiving and verifying invoices and requisitions services, communicating with customers and suppliers),
- Analysing transactions to ensure compliance with financial policies and procedures, communication with HMRC,
- Payroll administration and processing on weekly (100 employees) and monthly basis (15 employees) onto SelectPay,
- Invoicing, coding and processing invoice data,
- Weekly spread sheets and reports,
- Entering customer receipts and invoices onto Kashflow,
- Supporting external financial accountants and auditors.

November 2016 - June 2017
IBM ISC, s.r.o. Bratislava, Slovakia
Accounting Analyst, Payroll/Travel/Compensations

November 2010 - October 2016
Emirates Airlines Dubai, United Arab Emirates
In-Flight Service Flight Attendant

October 2005 - September 2010
Auditor SK s.r.o., Bratislava, Slovakia
Personal Assistant to Office Manager/Accountant
Payroll Accountant
Company Administrator

Willing to relocate: Anywhere

WORK EXPERIENCE

Accounts Administrator

Concur Recruitment Ltd   -   Coventry -

2017-09 - 2018-03

Accounts Administrator
- Monitoring accounts receivable and payable (receiving and verifying invoices and requisitions services, communicating with customers and suppliers),
- Analysing transactions to ensure compliance with financial policies and procedures, communication with HMRC,
- Payroll administration and processing on weekly (100 employees) and monthly basis (15 employees) onto SelectPay,

- Invoicing, coding and processing invoice data,
- Weekly spread sheets and reports,
- Entering customer receipts and invoices onto Kashflow,
- Supporting external financial accountants and auditors.

Accounting Analyst, Payroll/Travel/Compensations

IBM   -   Bratislava, SK -

2016-11 - 2017-06

- Performing financial analysis in Payroll/Travel/Compensation area, applying US GAAP, IFRS, corporate accounting guidelines and local Statutory/Tax requirements,
- Responsible for 30 reconciliations monthly and 57 reconciliations quarterly,
- Completing balance sheet account reconciliations for IBM Canada Payroll and MIS & Restructuring Latin America using BrioCell excel, BlackLine Cloud
- Identifying and explaining monthly movements on these assigned General Ledger accounts,
- Cooperation with wider IBM community - Payroll operations and Human Resources in Costa Rica, Finance and Planning in Canada, Treasury team in Argentina,
- Supporting external and internal audit requests, preparing reports and analysis for auditors for SOX testing.

In-Flight Service Flight Attendant First Class

Emirates Airlines   -   Dubai, AE -

2010-11 - 2016-10

After intensive 7 weeks training for Safety and Emergency Procedures, General Medical Training, Security, and Service Training, I started to fly as Economy class Crew GR2. After only 22 months had been promoted to Business Class GR1 and after 21 months in Business Class I had been promoted to First Class FG1, where I stayed for 26 months.
- Responsible for the safety of the aircraft cabin and it's passengers,
- Up to 5 200 flying hours, performing safety related duties and providing customer service following the Standard Operating Procedures,
- Interacting with customers to make their journey pleasant and unforgettable,
- Handling customer's issues and complaints,
- Supporting my colleagues during high-stress and challenging situations,
- Communicating with Pilots about the situations in the cabin during different stages of the flight,
- Providing customer related feedbacks to Pursers and Cabin Supervisors,
- Coordinating with the Ground Staff - catering and Flight dispatchers,
- Promoting and selling Duty Free items on board, achieved the higher recorded sale and met the Sales targets regularly.

Personal Assistant, Administrative Assistant

Auditor SK s.r.o.   -   Bratislava, SK -

2009-04 - 2010-09

- Providing support to Office Manager on daily basis,
- Up to date double-entry accounting (invoices, bank, cash register, payrolls),
- Managing documentation and filing for all clients (up to 100 companies),

- Organizing business meetings, and business trips - accommodation/travel planning,
- Invoicing,
- Assisting at the Tax Office department,
- Administration - filing documents, tax reports, VAT reports.

Payroll Accountant

Auditor SK s.r.o.   -   Bratislava, SK -

2007-02 - 2009-03

Payroll Accountant
- Responsible for all phases of payroll processing,
- Handled payroll agenda for 20 companies, together up to 100 employees,
- Setting up starters and leavers, processing new starter documentation,
- Preparation of letters, payroll reports and payslips for submission to clients,
- Processing payments from client accounts for employee salaries and liability payments (Social Insurance, Healthcare insurance),
- Managing payroll queries,
- Maintaining payroll reports and records,
- Handling employee inquiries on payroll-related matters,
- Preparing standards of work contracts and other records,
- Register companies and employees at institutions (Social Insurance, Healthcare Insurance),
- Providing basic consultancy within employment law,
- Preparing monthly and annual reports for Tax Office, annual clearing of the tax and healthcare insurances for employees.

Secretary

Auditor SK s.r.o.   -   Bratislava, SK -

2005-10 - 2007-01

- Providing standard office agenda,
- Communication with clients in English,
- Arranging appointments and business meetings,
- Invoicing,
- Preparing offers on company's services,
- Handling the cash register,
- Preparing cost data,
- Recording employee's attendance.

EDUCATION

MSc in Economics within Public Services in Economics

Matej Bel University

2004 - 2010

Banking

Business academy/Business Administration

2000 - 2004

SKILLS

Accounting, Excel, MRP, Payroll, reconciliations, Word

CERTIFICATIONS/LICENSES

British Council: IELTS – General training

2017-04 - Present

ADDITIONAL INFORMATION

Computer skills:
MS Office advanced (Excel, Word, Power Point)
BlackLine Cloud reconciliations uploads
MRP (Windows) payroll accounting
BMD Software ordinary operation