

# Ambitious Candidate

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## SKILLS

CREATIVITY

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LIFELONG LEARNING

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LEADERSHIP

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TEAM BUILDING

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TIME MANAGEMENT

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MICROSOFT OFFICE

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SAGE LINE 50

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EVOLVE

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PRINCE2

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## EXPERIENCE

### Resourcing Consultancy

**Financial Manager** Jul 2014 – Invalid date

Financial Manager reporting to CEO

- Responsible for cash flow management & oversight of the credit control function.
- Liaison with the Financing Bank; negotiated borrowing limits; regular f2f meetings.
- Invoicing clients, issuing client account statements.
- Monitoring progress of Credit Control Team, reviewing credit reports.
- Reconciliation of accounts and factoring.
- Staff training and development; managing projects.
- Delivering the best possible result on time and within budget.

## Recruitment Group of Companies (RG)

**Senior Compliance Officer**    Nov 2009 – Jun 2014

It was my pleasure to have been recognised, promoted and have had exposure to various functions within this diverse organisation.

- Responsible for the audit and compliance function across RG businesses.
  - Managing multiple projects at any given time.
  - Carried out internal audits and reported back to senior management.
  - Liaising with service suppliers, establishing contacts with new organizations.
  - Staff training and development support.
  - Looking after the day-to-day running of the department and dealing with any issues relating to staff or project work in a very positive and proactive manner.
  - Keeping abreast of trends and developments, actively encouraging learning and development.
  - Full time staff and freelance resource recruitment.
  - Creating a positive and enjoyable working environment.
  - Presenting cost and time estimates on project work.
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## Maternity Leave

Dec 2008 – Oct 2009

- A proud mother of the most beautiful boy
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## Recruitment Group of Companies

**Compliance Manager**    Aug 2007 – Nov 2008

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## Recruitment Group of Companies

**Compliance Officer**    May 2007 – Jul 2007

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## Recruitment Group of Companies

**Recruitment Consultant**    Aug 2006 – Apr 2007

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## Private Limited Company

**Assistant Manager**    Sep 2004 – Jul 2006

A client-facing role

- Maintained and developed relationships with suppliers and managed budgets and resources.
- Market research and strategic business development

## VOLUNTEERING

### Primary School

Teaching Assistant Jan 2014 – Invalid date

## EDUCATION

### Lviv State University

Jan 2000 – Jan 2004

Bachelor – Linguistics

- Linguistics
- Psychology
- Sociology
- Political Science
- Marketing
- Entrepreneurship

## AWARDS

### Employee of the Quarter

Nov 2015

Recruitment Group of Companies

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## LANGUAGES

English Bilingual

# INTERESTS

Live music

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Theatre

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Skiing

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Sailing

# REFERENCES

— Available upon request