

Resume – Chen Sofer

Personal Information:

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Address: Even Yehuda, Israel

ID Number: 314838467

Date of Birth: January 5, 2000

Professional Summary:

Experienced Bookkeeper with 6 years of experience in accounting and finance, including accounts receivable, payments, and financial reporting. Highly detail-oriented, organized, and committed to meeting deadlines.

Previously held a role in office management, with responsibilities including daily operations, client and vendor relations, calendar management, procurement, and collections..

Currently a second-year student pursuing a Bachelor's degree in Business Administration with a specialization in Information Systems. Highly motivated, quick learner with strong technological orientation and a continuous drive for professional growth.

Work Experience:

Office Manager | Tuvik Spa Water, Kadima-Zoran

May 2021 – January 2024

- Proficient in the Microsoft Office suite, including Word, Excel, and PowerPoint.
- Experienced in providing administrative support to multiple departments, including payroll, accounting, and human resources.
- Skilled in managing complex office operations and delivering high-quality customer service.
- Detail-oriented with strong multitasking and task prioritization abilities.
- Experienced in managing office supplies and ordering replacements as needed.

Bookkeeper | CPA Office Galit Sharaby

July 2019 – Present

- Recording and documenting daily financial transactions.
- Handling supplier and customer invoices (issuing, processing, payments, and collections).
- Performing bank and credit card reconciliations.
- Generating financial reports and ongoing cash flow statements.
- Preparing and submitting monthly reports to authorities: VAT, withholding tax, income tax, and social security.
- Maintaining accounting books in compliance with legal and regulatory standards.
- Preparing materials for annual reports for the CPA.
- Managing supplier payments, debt settlements, and customer collections.

Education:

Bachelor's Degree in Business Administration, specializing in Information Systems

2023 – Present

Second-year student pursuing a Bachelor's degree in Business Administration with a specialization in Information Systems at Ruppin Academic Center | Dean's List honoree.

As part of the studies, technological and practical tools are acquired in the following subjects:

- Web development (HTML, CSS, JavaScript).
- Object-oriented programming in C#.
- Working with databases (SQL).
- Planning and analysis of information systems.
- Introduction to organizational systems development.
- The studies combine managerial and business understanding with technological specialization, with an emphasis on applying digital solutions in the modern business world.

Military Service:

Alert Operator – "Red Color" System & Shift Supervisor

2018 – 2020

The role required quick and efficient performance during emergency situations, immediate decision-making under high-pressure conditions, operation of advanced alert systems, full responsibility for maintaining civilian security, and providing rapid responses to real-time threats.

As a Shift Supervisor, I managed a shift team, delivered professional training and briefings, coordinated work processes, supervised the proper functioning of the systems, and ensured compliance with operational protocols.

The position demanded a high level of responsibility, sharp thinking, speed, sound

judgment, teamwork, and the ability to independently and collaboratively lead real-time tasks.

Instruction and Training Experience:

Youth Instructor | Israeli Scouts (Tzofim)

2016 – 2018

Three years of experience instructing both junior and senior age groups. In this role, I gained skills in leadership and team management, developed educational programs, and led groups of children and teenagers of various ages. I planned activity frameworks, conducted face-to-face sessions and outdoor activities, tailored content to participants' age levels, and developed abilities in leadership, teamwork, public speaking, interpersonal communication, and motivating groups to achieve educational and moral goals.

Military Instruction Role – Shift Supervisor (Ahmashit)

In addition to managing the shift team and operational responsibilities, I was responsible for training and preparing new soldiers, as well as conducting ongoing drills and learning sessions for both active-duty soldiers and veteran reservists, with the goal of maintaining a high level of operational readiness.

The training included developing lesson plans, hands-on drills, and implementing procedures and operational updates.

This role required strong leadership skills, the ability to deliver professional knowledge, and the motivation of teams in a dynamic and demanding environment.

Skills:

- Responsible and reliable
- Strong team player
- Creative and innovative
- Analytical thinker
- Effective time management
- Performs well under pressure
- High work ethic
- Excellent interpersonal skills
- Strong organizational abilities

Languages:

- Hebrew – Native
- English – Very Good

