



Employment Licence Unit

Curriculum Vitae

Personal information

Surname(s) / First name(s)	Titova (Cremona) Kira
Address in Malta	330, Triq Il- Kbira, Mosta
Telephone(s)	356 99013545
Fax(es)	
E-mail(s)	mararagel2000@gmail.com
Nationality(-ies)	Russian
Date of birth	04-01-1967

Work experience

Dates	2008-2019
Occupation or position held	Senior Accounts Clerk
Main activities and responsibilities	<p>Managements Accounts and Nominal Ledger:</p> <p>Reporting directly to Chief Financial Officer I had responsibility for the preparation of monthly Management accounts within established time frames. Preparation and posting of Accruals & Prepayments, Journals, Depreciation. Trial Balance, Balance sheet. Maintenance of Cash Flow.</p> <p>Assisting with VAT returns.</p> <p>NSO statistics/ surveys</p> <p>Assisting in the annual statutory audit.</p> <p>Preparation of monthly reporting or other analysis on an ad-hoc basis.</p> <p>Monitoring Bank accounts and posting bank transactions. Banks reconciliation. Cash reconciliation.</p> <p>Accounts Payable:</p> <p>Maintenance and adhoc reconciliation of the Creditors ledger.</p> <p>Posting accounts payable invoices and processing payments/ settlement. Liasing with suppliers.</p> <p>Accounts Receivable:</p> <p>Posting/ reconciliation of client`s payments via cheques, cash, electronic banking system, gateways, credit cards etc</p> <p>Liasing with customers.</p>

Name and address of employer	Ozone Ltd, Triq Tal Balal, San- Gwann
Type of business or sector	Telecommunications and publicly available networks

Occupation or position held	2002-2005
Main activities and responsibilities	Accounts Clerk
Name and address of employer	Accounting Bookkeeping
Type of business or sector	Pincott Security Ltd., 185/2 Rue D Argens, Msida
	Security and safety solutions

Occupation or position held
Main activities and responsibilities
Name and address of employer
Type of business or sector

Education and training

Date qualification obtained	01 May 2008
Title of qualification awarded	Advanced Level Certificate Grade B
Principal subjects	Accounting
Name and type of organisation	University of Malta
where qualification obtained	
Date qualification obtained	01 June 2008
Title of qualification awarded	Grade A
Principal subjects	Accounting
Name and type of organisation	EDEXCEL Advanced Learning, London
providing education and training	



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Personal skills and competences

Mother tongue(s) Russian

Other language(s) English, Maltese

Language	Understanding		Speaking	Writing
	Listening	Reading		
English Language	fluent	fluent	fluent	fluent
Maltese Language	good	good	n/a	n/a
Russian Language	fluent	fluent	fluent	fluent
Language				
Language				

Technical skills and competences

Computer skills and competences I am an outgoing administrative professional with an advanced command of MS Office along with strong business and financial management skills. Advanced user of **Excel**. Skilled in creating **pivot** tables. Email. Have experience with formal business communication. Excellent knowledge of Sage.

Other skills and competences Responsibility, attention to detail, decision making. Ability to multitask, prioritise and manage time effectively. Able to work both individually and within a team with minimal supervision. Holder of a maltese driving licence.



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Additional Information

I am an enthusiastic and self motivated female with 14 years of working experience in Accounting in Malta. My 52 years of age should not be a discouraging factor for a prospective employer. In my opinion it is my advantage as I would not require either a maternity or parental leave. I have been living in Malta for the past 20 years, loving its culture and Maltese people. References from my past employment are available on request.

I declare that this Curriculum Vitae and all supporting documentation is complete, accurate and true. I confirm that I am aware that any Employment Licence issued in my respect will be revoked should evidence to the contrary arise.

A handwritten signature in black ink, appearing to read 'M. Galea', is written over a horizontal line.

Signature

16/04/2019

Date

