

RADMILA PETROVSKA

ACCOUNTS RECEIVABLES SUPERVISOR

CONTACT

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Email

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LinkedIn

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REFERENCES

Ivana Cekova

Team Leader

Iris Worldwide Ltd

Email

ivana.cekova@iris-worldwide.com

PERSONAL PROFILE

An Accounting Professional with experience as a supervisor working in the marketing/service industries. My expertise is in **Accounts Receivables**, with knowledge of International Financial Reporting Standards. I can work in a high volume and fast paced work environment. I have hands on experience of over four years working with accounting software and supply chain financing platforms. I use soft skills such as emotional intelligence, team work, interpersonal business communication, and leadership in overcoming challenges. I am a fast learner, with proven ability to work under pressure, meet deadlines, and a positive 'can-do' attitude.

PROFESSIONAL EXPERIENCE

Assistant Account Manager

AUG 2019 – Present

LEWIS BUSINESS MANAGEMENT GROUP, Balzan, Malta

Tax compliance work, private banking, document management and record keeping services, and bookkeeping services.

Maintaining and updating administrative systems accurately.

- Reviewing client accounting history, responding to accounting inquiries, and correcting account discrepancies, payroll management collections on past due accounts.
- Maintaining and updating administrative systems accurately.
- Assisting in managing account status report detailing every action item and due date to ensure hard deadlines were consistently met. Project management, and coordination of internal and external assets and stakeholders.
- Created an online registration system and updated the database of all entities and clients for better maintenance.
- Effectively conducting AML /KYC formality reports and submission of information for corporate/private bank accounts.

Accounts Receivables Supervisor

JUN 2016 – JUL 2019

IRIS WORLDWIDE LTD., London, UK

Marketing agency with 14 offices worldwide, 1000+ employees; Fortune 500 global companies inclusive.

- Managed receivables for 500+ clients worldwide leading a team of five people.
- Maintained and improved billing and collection processes resulting in error reduction on billing and invoice submission.
- Developed, implemented, and managed the accounting operations, and procedures for the accounts receivable/credit and collections through month end.
- Reported to the Finance Manager and the CFO on daily basis on accrued income and billing changes.
- Assisted in Cash Flow Forecast for the APAC and Europe region.
- Managed factoring contracts, billing and payment platforms resulting in reduced time on invoice delivery.
- Trained new accounts receivable clerks and supervising their work. Developed long term employees' engagements to achieve supervisor level.

EDUCATION

MS in Environmental Science
SEP 2011 – SEP 2012
University of Greenwich
UK

BS in International Business
SEP 2007 – JUL 2011
University of Wales,
Cardiff Institute
UK

AREAS OF EXPERTISE

▪ IFRS

▪ Receivables Management

▪ Customer Relationship
Management

▪ General Accounting

▪ Business Administration

▪ Supply Chain Financial
Platforms

Property Accountant

FEB 2015 – MAY 2016

ATCO PROPERTIES & MANAGEMENT LLC, NY
Real-estate and Property Management

- Created monthly invoices, posted receivables and payables associated with assigned entities.
- Reconciled and billed annual CAM, Tax, and other miscellaneous billings for each property.
- Monitored tenant accounts receivable activity, including disputes, and minimized unapplied cash receipts.
- Prepared monthly GAAP based financial statements and supporting schedules.
- Provided support for quarterly and yearly audits (i. e. Ernst & Young).
- Prepared annual budget preparation, escalation reconciliation for tenants, estoppel letters, and financial account audits.

Administrative Assistant

NOV 2012 – JAN 2013

EDUCATIONAL ADVISING CENTER, Skopje, Macedonia
Non-governmental, nonprofit organization for educational management.

- Planned and scheduled meetings, responding to various inquiries both external & internal, managing communications between departments.
- Managed the front desk and scheduled appointments for two executives on a daily basis.
- General bookkeeping and record keeping for clients. Organizing and accurately maintaining filing system of confidential information.

Sustainability Advocate

JAN 2012 – SEP 2012

FAIR-FOOD INTERNATIONAL, Amsterdam, Netherlands
International non-profit organization advocating for a sustainable and fair global food system.

- Research and advocacy on food market policies for developing countries.
- Industry level analysis of agro-commodity sectors for the Balkan Region and research on companies that can be approached, identifying key contact individuals.
- Created a positive dialogue and generally encouraging companies to increase the sustainability of their products. Assisted in drafting financial and socio-economic analysis, monitoring and evaluation, project/program formulation and planning.

Project Member

OCT 2010 – JUL 2011

AMERICAN FARM SCHOOL, Thessaloniki, Greece
Producer and supplier of dairy and poultry producer for the Greek market **Project:** Production and marketing of fresh broiler meat and processed products. **Project duration:** 9 months.

- Project initiation including market and consumer preferences analysis, analysis of the Greek food market, conducting surveys;
- Developing business and marketing strategy for raising and selling 2,000 broilers on the Greek market;
- Project execution including writing detailed project progress reports, tracking activities against the detailed project plans;
- Tracking activities against the detailed project plan, monitoring actual expenditure figures against project budgets. Resulting with 4,408.60 euros of revenue and publication of case study.

Dears,

As Radmila Petrovska's team leader for the past three years, I've benefited from her creative – problem solving, work ethic and willingness to do whatever it takes to get the job done.

She had the position as AR Supervisor.

I thoroughly enjoyed my time working with Radmila, and came to know her as a truly valuable asset to absolutely any team. She is honest, dependable, and incredibly hard-working.

Her knowledge in AR and part of AP was a huge advantage to our entire office.

Radmila has always been an absolute joy to work with. She is a team player, and always manages to foster positive discussions and bring the best out of her coworkers.

Without a doubt, I confidently recommend Radmila to join in any team. As a dedicated employee and an all-around great person, I know that she will be a beneficial addition to any organization.

Please feel free to contact me at ivana.cekova@iris-worldwide.com should you like to discuss Radmila's qualifications and experience further. I'd be happy to expand my recommendation.

Sincerely Yours,

Ivana



Ivana Cekova

Team Leader

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For the forward

RADMILA PETROVSKA

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06 November 2019

Hiring Team

E&S Consultancy Limited

Palace Court,

Church Street

St. Julian's, Malta

Dear Hiring Team,

I would like to apply for the position as Junior Accountant at E&S Consultancy. Your organization can benefit from my working experience as Accounts Receivables Supervisor, client relationship management, and general ledger accounting. I personally believe and experienced that there is a great level of satisfaction when you collect an overdue debt, resolve a billing issue. I developed a passion for cash collection and problem solving. Through my experiences I have acquired a drive for success, coupled with the ability to learn quickly and I am eager to apply those skills to E&S Consultancy proactively.

I have been Accounts Receivables Supervisor, leading a team of five individuals. I have hands on experience in maintaining trade and inter-company accounts and ledgers, communication and negotiations with clients, accounts receivables management reporting and managing cash flow statements. I have implemented and managed supply chain financing platforms, resulting in error reduction on billing and invoice submission. Developed and managed factoring agreements resulting in reduced time on debt collection. Successfully identified accounts that needed collection agency or legal actions and coordinated those collections.

I have been responsible for 14 offices worldwide and annual receivables numbers upwards of £23 million. I truly understand the high level of accountability, accuracy in receiving funds, and analyzing receivables to meet financial expectations in a manner that is timely and accurate.

My qualifications include working knowledge of International Financial Reporting Standards, experience working with accounting software, supply chain financing platforms and agility in handling high-volume workloads. Equipped with sound judgment and solid organizational, planning and time management skills I am confident that I can significantly contribute to E&S Consultancy.

Thank you for taking the time to review my application.

I am looking forward to an opportunity to discuss my application in further detail.

Sincerely,



Radmila Petrovska

Enclosure: Curriculum Vitae and Reference Letter