

# Curriculum vitae

## PERSONAL INFORMATION

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**Maciej Jan Rumian**

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## WORK EXPERIENCE

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**01/11/2019–Present, Senior Fund Accountant**

**HedgeServ, Kraków, Poland**

- Coordinating booking transactions with the customer
- Transferring new processes from Ireland to Poland
- Training new team joiners

**01/02/2019–31/10/2019, Fund Accountant**

**HedgeServ, Kraków, Poland**

- Assisting in the production of daily, weekly and monthly NAV, ensuring completion of specified task and NAV checklists
- Performing cash, position and market value reconciliations between HedgeServ, brokers, and clients
- Developing improvements through creation of excel spreadsheets

**01/10/2018–30/11/2018, Accountant**

**Profito, Kraków, Poland**

- Preparing German tax statements and social benefits applications
- Performing profit and loss statements
- Contacting with the clients

**03/04/2017–30/09/2018, Tax Specialist in the Shareholder Tax Unit**

**State Street Bank International GmbH, Kraków, Poland**

- Calculating periodical tax components
- Analyzing daily tax movements
- Conducting reconciliation between general ledger and activities reports, explanation of possible difference
- Preparing and analyzing periodical reports with funds activities for external audit purposes

## **EDUCATION AND TRAINING**

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**01/10/2018–Present**

**Master degree in Finance & Accounting, Cracow University of Economics, Kraków, Poland**

Specialty: Accounting and Auditing

**01/10/2014–30/09/2017**

**Bachelor of Accounting & Controlling, Cracow University of Economics, Kraków, Poland**

Specialty: Accounting

### **Student Organizations:**

**KNCiF – Controlling & Finance Student Association October 2015 – September 2017**

- Organizing conferences & workshops related to Controlling & Finance
- Participating in university debates

**Team Member of Global Host Logistics – AIESEC March 2015-October 2015**

- Recruiting hosts
- Supervision and accommodation of volunteers

## **PERSONAL SKILLS**

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### **Languages**

- Polish – C2
- English – C1
- German - A1

### **Job-related skills**

- Proficiency in MS Office

## **ADDITIONAL INFORMATION**

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### **Hobbies & Interests**

Sailing, Football, Finance, Technology, History

I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process in accordance with the Personal Data Protection Act dated 29.08.1997 (uniform text: Journal of Laws of the Republic of Poland 2002 No 101, item 926 with further amendments)