

- **Bookkeeper** - Multi-currency accounting registration to balance, adjustments (suppliers / international customers / banks / credit cards), handling inventory, import/export procedures, monthly/yearly report to IRS and NSS, solving accounting issues along.
- **Payroll accountant** - In charge of preparing salary payment and its adaptation according to position and terms of employment, administer welfare benefits and allowances, handling insurance companies, pension and study funds. Proficiency in labor and tax laws.
- **Technological capability**, knowledge in Michpal and Hashavshevet environments, preparing reports in Excel, implementing streamlining processes and improving performance and service.

Professional Experience:

- 2022 **Bookkeeper and SOP at Ctera**
Managing client's orders in Salesforce program and accounting balance in NetSuite (ERP) program.
- Multi-currency accounting registration and adjusting (suppliers / international customers / banks / credit cards).
 - **Preparing a variety of reports in Excel** as needed.
 - Client's orders managing from order to producing invoice, products shipping and payments collection.
- 2017 – 2022 **Bookkeeper and Payroll accountant at CPA office**
Managing client's accounts of big and medium size companies in various occupation fields and self-employed.
Accounting to balance in Hashavshevet (ERP) program, preparing reports for annual CPA report.
- Multi-currency accounting registration and adjusting (suppliers / international customers / banks / credit cards).
 - Taking care of the accounting side of import / export processes and inventory management.
 - **Conducting IRS and National Social Security authorities** Reports, deductions, advances, annual reports (online operation).
 - **Submitting monthly and annual reports** to authorities (IRS and NSS), working on online IRS portal and the representative portal Shaam.
 - **Annual Task** handling 106, 856, 126, 101 forms, renewing forms and asking for tax coordination.
 - **Preparing a variety of reports in Excel** as needed.
- Managing office accounting file.** Responsible of collection and deposit processes including dealing with employee pension contribution fees.
- Preparing employee payments for diverse population and various employment agreements**, including collective agreements. **Working with Michpal program.**
- **Reports Input**, attendance and salary data, making allowances, calculating leave/sick days, compensations according to government expending orders.
 - Working with insurance companies, opening pension and study funds, **giving orders** for redemption and payment.
 - **Consulting employers** on taxation, labor laws, social provisions and workers' rights.
- Technical support to office staff, training and handling software and communication failures, performing as the suppliers contact person.
- 2016-2017 **Accounting manager and administration assistant, 'Friedman Bicycles' – bicycle import/export firm**
Managing contact with Local and abroad suppliers, placing orders and trucking, monitoring invoices, index adjustment, preparing payment for suppliers and support inquiries as needed.
Customer care, issuing Invoices / receipts / credits, responsibility for collection and handling of customers in debt.
Managing import export operations, preparing documents and dealing with expeditors and custom brokers.
Administrative management, documents management, preparing reports, working with Office environment and Rivhit program
- 2016- 2015 **Sales representative, James Richardson, Duty Free, Ben Gurion airport**
- 2010 – 2014 **Branch manager, Eini patisserie | Shift supervisor, English Cake patisserie,**
and managing the overall activity related to service, sales, inventory, logistics aspects managing staff.

Education:

- 2018-2019 Professional Certificate Studies in Accounting management class 1+2 The College of Management Academic Studies.
- 2016-2012: B.A East Asian Studies & Environment and Geography Earth Sciences Tel Aviv University
- 2005-2008: **Ironi A** high school, Modi'in – completion with full Bagrut (matriculation) certificate

Student activities: A member of students exchange delegation for strengthening Israel's ties with **South Korea**.

Languages: Hebrew: native language, English: Very high-level, Spanish: Very good, Japanese/Korean: good level.

Computer skills: Office (high proficiency in Excel), Accounting software: NetSuite, Salesforce, Michpal, Hashavshevet, Ramnihul, Rivhit, Comax. Photoshop.

Military service: Teaching newcomers Hebrew. Teaching studies at Oranim College (2008-2010).

