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SUMMARY

Ethical Accounting Administrator with the ability to accurately collect, organize, and track financial information for various departments. Exceptionally skilled in creating reports for liabilities, revenue, expenses, and assets. Excellent written and verbal communication skills with 2 years of experience in both private and public accounting services.

Adaptable Accounting
Administrator with a passion for accounting and finance. Excellent leadership skills and technical prowess with the ability to work independently or within the group. Solid data entry expertise with talent in quickly identifying numerical errors. Hands-on experience with financial software and computers. Skilled financial management professional equipped to plan budgets, control expenditure and manage team operations. Focused on continuous improvement and strict compliance. Analytical in resolving problems and enhancing systems.

SKILLS

- Auditing skills
- General business knowledge
- Financial reporting

EXPERIENCE

May 2022 - October 2023

Accounting Administrator Zumuku Ltd | Manchester, West Didsbury

- Worked with accountants and HR to prepare financial data.
- Managed coding on invoices and documented all processes.
- Filed and prepared annual taxes.
- Monitored all account payable and account receivable happenings.
- Maintained cash flow reports.
- Monitored petty cash.
- Reconciled accounts, internal variances and discrepancies with vendors and customers.
- Reviewed key metrics routinely to proactively adjust policies and procedures.
- Established company-wide financial systems to improve accounting processes and decrease budget requirements.
- Verified accurate and comprehensive work product delivery from accounting staff by reviewing workflows.
- Administered company budget, tracking purchases and other expenses against requirements.
- Oversaw all aspects of monthly financial reporting and payroll preparation for accuracy and to deliver payroll on time.
- Updated accounting journals and company general ledgers to be prepared for distribution to executives upon request.

July 2020 - May 2022

Warehouse Administrator Boohoo Ltd | Burnley, Lancashire

- Provided day-to-day administrative support, aiding smooth-running warehouse operations.
- Organised warehouse racks clearly and precisely, improving operational flow.
- Used exceptional communication and collaboration skills to aid team success against warehouse targets.
- Used exceptional organisation and planning skills to manage high-volume inbound and outbound orders.
- Completed detailed stock reports, maintaining up-to-date, reliable inventories.
- Worked accurately and efficiently to deliver fast, reliable order processing support.
- Completed and filed paperwork promptly, upkeep thorough, accurate records.
- Demonstrated competencies across Microsoft Office applications to effectively manage and maintain warehouse records.
- Carefully controlled incoming and outgoing orders, enabling smooth warehouse logistics.
- Monitored and ensured team compliance with company regulations and procedures.
- Regularly tracked stock levels, promptly ordering low-stock items to maintain operational readiness.
- Developed lasting relationships with peers, upper management and

- Billing and reconciliation
- Payroll
- Inventory auditing
- Financial data analysis
- Financial report generation
- Statement review
- Reporting
- Budget review
- Bank account reconciliation

vendors.

- Developed and supported safe working practices to maintain hazard-free working environments.
- Monitored sickness absence levels and conducted return-to-work interviews per company policy, avoiding staffing concerns.
- Performed daily inspection of warehouse grounds for security and safety.

January 2018 - May 2020

Credit Administrator Fincombank SA | Chisinau, Moldova

- Collaborated effectively with sales teams to ensure outstanding debts were paid within agreed timeframes.
- Used exceptional communication skills to build strong customer relations, enabling positive, professional account management.
- Updated customer accounts and processed payments.
- Utilised excellent negotiation skills to minimise debtor days, improving overall financial efficiency.
- Handled telephone credit collections promptly and professionally, quickly resolving account issues.
- Documented customer payments and credit queries precisely, maintaining accurate and up-to-date accounts.
- Carried out regular customer credit checks, assessing and adjusting account credit limits according to score findings.
- Chased customers ahead of payment deadlines, ensuring balanced accounts within agreed invoice timeframes.
- Submitted credit and loan applications to underwriters to verify income, assets and debt, assessing qualifications for exact amount granted.
- Implemented procedures and policies to facilitate timely payments, maintaining high level of customer retention.
- Devised terms of credit for new clients to manage timely payments and avoid defaults.
- Oversaw portfolio of clients to determine payment and credit limits, reporting status of good and bad payers to management.

EDUCATION

2027

Foundation Degree in Science | Business and Tourism Management
Canterbury Christ Church University, Manchester, MAN

2017

Diploma of Higher Education Finance and Banks
Academy of Science of Moldova, Chisinau ,Moldova

LANGUAGES

Romanian: First Language

English:

B2

Upper Intermediate

Russian:

C2

Proficient

French:

B2

Upper Intermediate