

# Tatiana Tuscari

## **Bachelor of Arts in Accounting & Financial Management - First Class**

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I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines. Motivated and conscientious qualified in accounting, finance and management. My broad interdisciplinary choice of modules throughout my study allowed me to gain broad knowledge and learn to approach problems from different perspectives, including but not limited to Financial Management, Accounting, as well as through Auditing. Looking ambitiously to grow and explore the beauty of Accountancy and to develop my skills.

Willing to relocate: Anywhere

## Work Experience

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### **Accounts Assistant**

Blacksmith Freight Services Ltd - Manchester Airport

August 2023 to Present

- Creating purchase orders and accurate invoices.
- Performing cost analysis and accurate invoices.
- Working with software packages such as Excel, Word, and Access.
- Maintaining documents such as tax returns, vendors' lists, etc.
- Sage
- Data Freight
- Wise Global
- Maintaining accurate ledger
- Reconciliation of banks in different currencies

### **Bookkeeper**

Mannol UK - Northampton

January 2023 to August 2023

- Accurate data entry of financial information and expense categorisation
- Application of correct VAT to invoices
- Reconciliation of balance sheets (bank, PAYE, VAT controls, etc)
- Use of data capturing software to file invoices and expenses
- Streamlined accounting process
- Working on Xero
- Responsible and accountable for the data entry of all sales invoices, purchase invoices and expense receipts, sales income and purchase payments
- Performs all reconciliation of income and expenses from the bank statements, including petty cash, sales ledger and purchase ledger
- Responsible for managing the suppliers, customers and general ledgers.

- Coordinating trial balances and managing cash flow
- Generating Debtors Report
- Maintaining all records, receipts, invoices, payments and all reconciliation
- Monitoring financial records
- Credit Control
- Liaising with customers to resolve issues, provide information and ensure their satisfaction
- Assisting with Payroll, ensure that adjustments made correctly (holidays, sick pays, overtimes, unpaid leaves)
- Preparing Journals in Xero
- Preparing Aged Payables Report

### **SQP colleague**

Pets at Home - Northampton

April 2022 to January 2023

- Packing products based on daily orders.
- Meet specifics of customer orders in a timely manner.
- Monitor products quality, reporting problems.
- Utilising continuous improvement mindset.
- Operating different tasks (packing, SQP processing, SQP changing shipment labels and SQP breakdown)
- Performing customer returns
- Maintaining a clean, sanitary, and a safe work area
- Performing other duties as assigned.

### **Accounting and Financial Management**

Bloomsbury Institute - London

September 2018 to July 2022

Studying in London the course in Accounting and Financial Management

Awards:

Bachelor of Arts In Accounting & Financial Management First Class (level 6) First Class Degree

### **Nail and Eyelash Technician**

Self Employment - Northampton

November 2017 to February 2018

Eyelash Extension

Nail Gel Extension

Nail Gel Polish cover

Manicure

Pedicure

### **Personal Assistant to Director**

Q7System Ltd - London

December 2016 to September 2017

United Kingdom)

- Maintained daily task list-arranged meetings and made appointment with individuals on a priority basis
- Planned and supervised all personal travel arrangements including: air travel, ground transportation, and accommodations

- Maintained and managed activities, commitments, and deliveries
- Planned the time table schedule of business, personal and weekend events
- Efficiently managed telephone calls, emails and collected/sort mail
- Core skills acquired; adaptability, planning and organizing, and good communication skills
- Good customer skills and problem solver

### **Self Employed Eyelash Technician**

Self Employment - Wien 19. Bezirk (Döbling), W

May 2015 to September 2016

- \* Performed one to one, lash to lash eyelash extension for client.
- \* Advised clients on proper home-care regimens
- \* Stocked treatment room with proper supplies
- \* Welcomed clients as they arrived for appointments
- \* Handled busy schedules and stayed on top of key deadlines
- \* Flexibly worked evenings and weekends
- \* Fostered a friendly, warm and exceptional customer experience
- \* Recommended best products for clients at-home usage.

### **Self Employed Nail Technician**

Self Employment - Wien 19. Bezirk (Döbling), W

May 2015 to September 2016

- Artistic and creative ability
- Preparing the client's manicure
- Machine manicure, and manicure with cutter
- Extension of nails with gel or false nail tips
- Maintain a clean and sanitary work environment at all times
- Providing customers with best customer service possible
- Advanced technical skills that achieved beautiful manicure
- Good listener

### **Nail Technician**

Self Employed - Bucharest

April 2014 to May 2015

- Artistic and creative ability
- Preparing the client's manicure
- Machine manicure, and manicure with cutter
- Extension of nails with gel or false nail tips
- Maintain a clean and sanitary work environment at all times
- Providing customers with best customer service possible
- Advanced technical skills that achieved beautiful manicure
- Good listener

### **Founder & CEO**

Royal Auto - Chisinau

June 2011 to March 2014

Royal Auto, Chisinau (Moldova)

(My own internet shop of car parts)

- Developed job success profiles to align talent with the job requirements to aid my clients recruitment

and selection processes

- Designed and implemented on boarding, leadership development and succession planning programs
- Created and managed corporate job description database
- Facilitated and worked collaboratively with stakeholders, subject matter experts, peers, and third party suppliers to establish clear deliverables and expectations resulting in a positive client experience

## **Seamstress**

Benefis - Chisinau

January 2010 to April 2011

Benefis, Chisinau (Moldova)

- \* Performed all alterations on garments fitted to customer, brought in for alteration, or stock that
- \* Pressed finished goods and removes chalk marks so that garments are ready to wear for the customer at pick-up
- \* Performed and completed alterations/tailor fittings
- \* Followed through on customer needs in a timely manner
- \* Maintain a clean work environment

## Education

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### **A-Level or equivalent in Inventory Control & Warehouse Management QLS Level 3**

Brentwood Open Learning College - Leicester

July 2022 to Present

### **Bachelor's of Arts in Accounting and Financial Management (Level 6)**

Bloomsbury Institute - London

September 2018 to July 2022

### **Diploma in Seamstress Tailor**

Vocational school "S.P. nr8" - Chisinau

September 2007 to July 2010

### **Certificate**

Gymnasium " Principesa Natalia Dadiani"

1998 to 2007

## Skills

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- EXCELLENT COMMUNICATION SKILLS
- MANAGERIAL
- TIME MANAGEMENT
- Nail Tech
- Accounting
- Bookkeeping
- Accounts Payable
- Payroll

- Microsoft Outlook
- Budgeting
- Microsoft Excel
- Accounts Receivable
- General Ledger Accounting
- Billing
- QuickBooks
- Sage
- Tax Experience
- Computer skills (10+ years)
- Accounting software (4 years)
- Xero (Less than 1 year)
- Database administration (2 years)
- Personal assistant (1 year)
- Microsoft Office (6 years)
- IT (6 years)
- Credit control (1 year)
- Customer support
- Customer support (4 years)
- Aged debtors report (1 year)

## Languages

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- Romanian - Expert
- Russian - Expert
- English - Fluent

## Certifications and Licenses

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### **Full UK Driving Licence**

June 2020 to Present

## Additional Information

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### PERSONAL SKILLS

Mother tongue(s) Romanian, Russian, English, Spanish

Communication skills Excellent communication skills

Reliable and good timekeeper

Languages, good conversational:

English, Russian, Romanian

Organisational / managerial skills Attention to detail  
Effective listening  
Excellent organisational and time management

Job-related skills Ability to work under pressure  
Creative thinking  
Computing skills  
Excellent customer service  
Mature and responsible person