



Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

Bookkeeper , Data Entry Specialist, Payroll Specialist

Despre mine

I do yoga, I like to read books, my favorite writers are Turgenev, Dostoevsky, Pikul, Solzhenitsyn. I am engaged in the education of my nephews, in our free time we make small crafts from plaster and paper. I have a cat, a cat and a dog. I picked all of them so that they would not suffer on the street.

Hot calls, Keeping records of wages, Calculation of remuneration for processes in the shoe industry, Organization of the work of the sewing workshop team, Preparation of goods for the expedition

Experiența profesională

Payroll Assistant · GUP Ostrog · Tiraspol

Septembrie 2016 - Aprilie 2021 · 4 ani 8 luni

Managed payroll for temporary, hourly, and salaried employees. Identified, researched and resolved issues with hours worked.

Corrected payroll transactions by voiding checks and issuing stop payment orders.

Verified available hours against listed amounts when calculating leave time.

Bookkeeper · Cargo Turan · Istanbul

Ianuarie 2010 - Octombrie 2015 · 5 ani 9 luni

Applied mathematical skills to calculate totals, check figures and correct problems with physical and digital files.

Processed invoices and checks, and maintained daily cash logs and deposits.

Reviewed transactions, issued checks and updated ledgers and budgets.

Studii: Superioare incomplete

👤 44 ani
♀ Feminin
📍 Dubăsari
💰 8 000 MDL

Preferințe

- Flexibil

Limbi

- **Română** · Comunicare
- **Rusă** · Fluent
- **Engleză** · Comunicare
- **Germană** · Elementar
- **Ucraineană** · Mediu
- **Turcă** · Elementar

UCCM*Absolvit în: 2002*

Facultatea: Marketing si Merceologie

Specialitatea: Hotels Manager