



- 👤 34 years
- 👤 Female
- 👤 Chișinău
- 👤 Strășeni
- ✉ 15 000 MDL

in

## TOP Skills

- **Team Working** · 9 years
- **Professional Responsibility** · 8 years
- **Time Management** · 7 years
- **Ability to Multitask** · 7 years
- **Communication Skills** · 6 years
- **Management of Stress** · 6 years

## Preferences

- No schedule
- Part-time
- Flexible
- Remote
- Hybrid

## Languages

- **Romanian** · Native
- **Russian** · Communication
- **English** · Fluent
- **Italian** · Elementary

## Skills

**Contact details are available for a fee.**  
**Details here:**  
**<https://www.lucru.md/ro/preturi/cv>**

# Contabil-șef

## About me

Accountant with 10+ years of experience, including remote work since 2020. Strong expertise in accounting operations and independent technical management of 1C software, including updates and system configuration. Highly organized, detail-oriented, and adaptable, with a proven ability to work autonomously in international and remote work environments.

## Work experience

### **Account Manager** · AO CCDP RETHINK · Chișinău

*March 2023 - Present · 2 years 11 months*

- Ensuring accounting records in strict compliance with Moldovan law and accounting standards
- Relations with third parties
- Preparation and verification of financial statements
- Documentation management
- Maintaining correspondence with clients
- Working with the 1C program
- Manage the full finance and accounting operations of the company
- Manage financial aspects of grant-funded projects (budgeting, tracking, reporting)
- Prepare donor financial reports and internal financial statements
- Ensure compliance with grant agreements, donor rules, and internal financial procedures
- Handle payments, bank reconciliations, cash flow, and supporting documentation
- Support statutory, donor, and external audits
- Prepare and maintain administrative and statutory documents (contracts, orders, internal policies, files)
- Support procurement, HR and general administrative documentation as required by grants
- Coordinate with program, administrative, and external partners

Skills: NGO, Professional Responsibility, Ability to Multitask, Management of Stress, Attention to Detail, Adaptability, Time Management, Communication Skills, Team Building, Team Management, Team Working

- Document Management Systems
- Writing Documentation
- Information Technology
- Gsuite
- Microsoft Office
- Decision Making Skills
- Mentoring
- Leadership
- Prioritization of Requirements
- Coordination Skills
- Hard Work and Dedication
- Continuous Training
- Accounting Software
- Professional Responsibility
- Ability to Multitask
- Conflict Resolution
- Management of Stress
- Critical Thinking
- Attention to Detail
- Adaptability
- Time Management
- Communication Skills
- Team Building
- Team Management
- Team Working

**Key Account Manager** · Consiliul pentru prevenirea și eliminarea discriminării și asigurarea egalității · Chișinău

*March 2019 - October 2019 · 8 months*

- Records of assets, salaries, public procurement contracts
- Preparation of budget proposals, records of time sheets
- Ensuring accounting records of stocks
- Relations with third parties, treasury and records of income and expenses
- Preparation and verification of financial statements
- Documentation management
- Maintaining correspondence with clients
- Working with the 1C program

Skills: Communication Skills, Professional Responsibility, Accounting Software, Time Management, Team Working

**Accountant** · SRL ARTVENT RTD · Chișinău

*August 2017 - February 2019 · 1 year 7 months*

- Ensuring accounting records of stocks
- Documentation management
- Maintaining correspondence with clients
- Working with the 1C program

Skills: Professional Responsibility, Ability to Multitask, Conflict Resolution, Analytical Thinking, Leadership, Strategic Thinking, Software Version Control, Accounting Software, Time Management, Team Management, Team Working

**Key Account Manager** · Straseni Municipality City Hall · Strășeni

*March 2017 - July 2017 · 5 months*

- Ensuring accounting records of stocks;
- Relations with third parties, treasury and records of income and expenses;
- Preparation and verification of financial statements
- Documentation management
- Maintaining correspondence with clients
- Working with the 1C program

Skills: Professional Responsibility, Ability to Multitask, Conflict Resolution, Management of Stress, Communication Skills, Team Management, Adaptability, Team Working

**Key Account Manager** · IPLT MIHAI EMINESCU · Strășeni

*March 2014 - March 2017 · 3 years 1 month*

- Ensuring accounting records of stocks;
- Relations with third parties,

- Treasury and records of income and expenses;
- Preparation and verification of financial statements
- Documentation management
- Maintaining correspondence with clients
- Working with the 1C program

Skills: Professional Responsibility, Ability to Multitask, Conflict Resolution, Management of Stress, Attention to Detail, Time Management, Communication Skills, Team Working

### **Operator-casier · BC BANCA DE ECONOMII SA ·**

Chișinău

*June 2013 - June 2014 · 1 year 1 month*

- Organizing cash operations related to operational activities of receipts and payments in lei;
- Verification activities

Skills: Team Working

## **Desired industries**

- Banking / Financial / Economic
- Accounting / Audit
- Education / Training / Consulting

## **Education: Higher**

### **ASEM**

*Graduated in: 2020*

Faculty: Economic sciences

Speciality: Finance and banking

### **ULIM**

*Graduated in: 2015*

Faculty: Accounting management, expertise and audit

Speciality: Expertise and audit

### **IPLT ION INCULET**

*Graduated in: 2010*

Speciality: baccalaureate

## **Courses, trainings**

### **Accounting Basics**

*Graduated in 2018*

Organizer: OXFORT PRIM

### **Developing professional capabilities**

*Graduated in 2019*

Organizer: IP CTIF

**Improving knowledge and practical skills**

*Graduated in 2024*

Organizer: Proactive Consulting SRL