



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

Accountant Assistant

About me

I love watching wrestling, love travelling, love surfing and also love partying

Calculations of invoices

Good computer skills

Good at communications on phone and on mails

Good at reconciling bank statements

Good at inputting of information into software

Work experience

Finance Assistant · Gruppo Piccini SA · Yaounde
June 2017 - September 2022 · 5 years 4 months

*Creating of Vendors into the System (Microsoft Ax Dynamics 2014)

*Reception and Posting of all invoices into the system

*Posting of all Banks and Cash Transactions into the software

*Reconciliation of Bank and Cash Payments

*Creating of Purchase Orders in Microsoft Ax

*Inventory Controls and Checks in Ax Dynamics 2014

*Creating and Depreciating Fixed Assets in Ax Dynamics 2014

*Cash payments of expatriates

*Physical cash deposits into vendors various bank accounts

Administrative Assistant · The Farmers House LTD
August 2015 - June 2017 · 1 year 11 months

I typed and send all the mails of the company

I typed all the invoices of the company

I received all the company's mails and phone calls

I assisted the cashier during her break periods or when shes absent from work

I deposited all checks for remittance at the various company banks

👤 33 years

♂ Male

📍 Chişinău

Preferences

- Full-time

Languages

- **Romanian** · Don't know
- **Russian** · Don't know

Education: Higher

NATIONAL POLYTECHNIC BAMENDA

Graduated in: 2014

Faculty: SCHOOL OF BUSINESS MANAGEMENT

Speciality: ACCOUNTING

GOVERNMENT TECHNICAL HIGH SCHOOL BAMENDA

Graduated in: 2011

Faculty: COMMERCIAL EDUCATION

Speciality: ACCOUNTING