

LIUDMYLA TESLOVYCH

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Accounts Receivable Clerk

SUMMARY OF QUALIFICATIONS

- More than 15 years of work experience in the field of accounting and taxes in Ukraine.
- Master's degree in accounting and auditing.
- Extensive experience in preparing financial statements and document control.
- Ability to effectively manage priorities and meet deadlines.
- Attention to detail. Responsibility and quality performance of work.
- Ability to maintain excellent customer relations and work as a team.
- Proficient in MS Word, Excel, Power Point, Outlook, QuickBooks, Zoho.
- Languages: Ukrainian, Russian, English (beginner).

WORK EXPERIENCE

Accountant

Ottawa Ukrainian Children's Choir, Ottawa (Not-for-Profit Corporations) (4 hours a month) 2023 - present

- Configured the client database, invoicing for services, control of receivables and payables, reconciliation of bank statements.
- Compilation of monthly reports, analysis of donation receipts and expenses.

Accountant

International Institute of Audit DFK, Ukraine

2012 - 2022

- Functions of the full cycle of accounting and payroll for clients.
- Accounts receivable, accounts payable, expenses, payroll. Monitoring and settlement reconciliation.
- Maintaining general ledgers and financial reporting.
- Participation in projects on the transformation of financial reporting to IFRS, consolidation of financial reporting.
- Development and implementation of financial policies and procedures. Monitoring compliance with financial policies and procedures to avoid potential problems.
- Preparation of documents for audit. Preparation of answers to auditors' requests. Implementation of auditors' recommendations.
- Preparation of tax reporting on taxation of employees, on value added tax, on corporate income tax.

Accountant. Securities specialist

Tsinni papery APK, Ukraine

2006 - 2012

- Accounting of payments with customers.
- Reconcile accounts payable and accounts receivable documents.
- Preparation of financial statements.
- Maintaining registers of owners of registered shares.
- Preparation of reports to the National Securities and Stock Market Commission.

EDUCATION

Introduction to Canada Bookkeeping

First Choice Accounting and Tax, Canada

2022

Certified Accounting Practitioner

Eurasian Council of Certified Accountants and Auditors, Ukraine

2008

Master's degree in accounting and auditing

National Agricultural University, Ukraine

2005