**Maryna Zotova**

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**SUMMARY**

* More 2 years of experience in bookkeeping, accounting and finance
* Experience with QuickBooks
* A post-secondary degree in accounting
* Proficiency in Microsoft Office, especially in Excel and Word
* Excellent communication skills with all levels of customers, staff, and management
* Ability to meet tight deadlines and multitask effectively
* Ability to work well under pressure
* Strong interpersonal and customer service skills
* Motivated self-starter who can manage competing priorities
* Flexible and adaptable to changing work environments
* Strong analytical and problem-solving skills with great attention to detail

**WORK EXPERIENCE**

**Accounting Assistant**

**Hyatt Place Ottawa-West;** Canada **03/2023-**

• Preparated of accounts payable reports

**Bookkeeper**

**Numbercrunch (Part-time);** Canada **11/2022-03/2023**

• Bookkeeping utilizing QuickBooks Online.

• Accounts payable/receivable

* Reconciliation of multiple bank accounts and corporate credit cards
* Entered journal entries
* Receivied, reviewed and enter invoices

# Bookkeeper

# The State Enterprise Mystetskyi Arsenal National Center; Ukraine 08/2019 – 05/2022

• Handling Accounts Receivable tasks such as invoicing customers, collections, and A/R statements

* Managing Accounts Payable duties, including paying invoices and maintaining supplier accounts

• Bank reconciliations and month end journal entries and reports

**EDUCATION**

**Certificate** QuickBooks Online Certification **01/2023**

**University diploma** inAccounting and Audit **07/2010**

Donbas State Pedagogical University, the city ​​of Slavyansk, Donetsk region, Ukraine

**TECHNICAL SKILLS**

QuickBooks, Microsoft Excel, PowerPoint, Microsoft Word, Outlook, MS Teams, Zoom, Internet Browsers