

SERHII TESLOVYCH

Public Administration

Ottawa, ON,
(343) 202-7341
teslovychserhii@gmail.com

SUMMARY OF QUALIFICATIONS

- More than 15 years of work experience in the railway industry of Ukraine
- Masters Degrees in: Public Management and Administration; Transport Technology and Organization of Transportation (Equivalent to Masters Degree in Canada (WES report June, 2022)
- Extensive experience in preparation of financial, legal, normative, technical reporting and document management. Maintenance of client databases
- Effective communication and maintaining excellent customer relations. Disciplined and meticulous
- Languages: Ukrainian, Russian, English
- Detail oriented, ability to analyze data, teamwork, fast learner, time management
- Proficient in MS Word, Excel, Power Point, Outlook, knowledge of QuickBooks

WORK EXPERIENCE

Self-Employed

2019-2020

Ukraine, Kyiv

- Provision of consulting services on freight transportation by rail
- Managed bookkeeping, invoiced for services, accounted for receivables and payables, concluded contracts, expense and invoice management, reconciliations, data entry and prepared tax returns, processing of large volumes of information, preparation of analyses, etc.

Deputy, Head of Department Development and Technical Policy

JSC Ukrzaliznytsia, Ministry of Infrastructure of Ukraine, Ukraine, Kyiv

2016 – 2019

- Coordinated of financial issues (management of capital investments, accounting of receivables and payables, maintenance of contracts, expense and invoice management, reconciliations and preparation of plans, reports)
- Improvement and/or writing a new transport policy for legislative purposes
- Organized, controlled of work on technical audit, analyzed and development of a technical note on the technical condition of railway transport
- Organized, controlled of work to ensure the stability and functioning of railway transport in the autumn-winter period, carried out inspections of railway nodes and preparation of plans, reports and development programs
- Interacted with central executive bodies to ensure tasks

Acting Deputy Head of Transportation Transport Logistics Center

JSC Ukrzaliznytsia, Kyiv, Ukraine

2015 – 2016

- Organized of planning, coordinated and controlled of orders and plans of loading and unloading for transportation of goods in domestic and international transport in regional directors of railways
- Coordinated of financial issues related to the transportation of goods by railway (verification of invoices for services, maintenance of contracts, etc.)
- Addition of changes to regulatory documents of transport policy for legislative purposes
- Cooperated with the bodies of the executive power to carry out tasks

Deputy, Head of Department Development and Technical Policy

JSC Ukrzaliznytsia, Ministry of Infrastructure of Ukraine, Ukraine, Kyiv

2014 – 2015

- Conducted a technical audit on writing a technical note on the technical condition of railway transport, developed programs, strategies
- Coordinated of projects in parts of rolling stock, infrastructure, standards and preparation of proposals, conclusions, etc.
- Organized, coordination of work on ensuring the functioning of railway transport in the autumn-winter period, carrying out inspections of railway junctions and prepared plans, reports
- Ensured performance of tasks of senior management and interaction with executive authorities

Deputy Head of Department Management of technical development*JSC Ukrzaliznytsia, Ministry of Infrastructure of Ukraine, Ukraine, Kyiv***2014**

- Organized, coordinated of scientific and technical support issues, prepared of plans, reports and execution of orders of senior management

Leading Engineer Main Department of Development and Technical Policy*JSC Ukrzaliznytsia, Ministry of Infrastructure of Ukraine, Ukraine, Kyiv***2013 – 2014**

- Analyzed and developed of a technical note on the technical condition of railway transport
- Coordinated of work on ensuring the operation of railway transport in the autumn-winter period, prepared of references, presentations

Engineer 1 and 2 cat. Information and computing center*|South-Western Railway - Kyiv, Ukraine***2007 – 2013**

- Coordination of technical IT issues (writing technical documentation, regulations, management of capital investments, preparation of notes, plans, reports),

↑ **Electromechanic** of the Lviv electricity supply distance,↑ **Inspector of passenger wagons** of the Passenger wagon depot*Lviv Railway - Lviv, Ukraine***2002 – 2007****VOLUNTEER EXCPERIENCE**

Administrative assistant*Maidan – Market store, Ottawa, Canada***2022**

- Providing advice on first aid to newly arrived Ukrainians (clothing, hygiene products, opening documents)

EDUCATION

Certificate Navigating the Canadian Workplace for Accounting Professionals*Global Talent Alliance Canada, Ottawa, Ontario***2023****Le DIPLOME DE Manager en système ferroviaire de la grande vitesse***Parcours Exploitation |Ukrainian State University of Railway Transport |Kharkiv, Ukraine together with Conservatoire National Des Arts Et Métiers | Paris, France***2021****Masters Degree in Public Management and Administration***National Academy of Public Administration under the President of Ukraine, Kyiv, Ukraine***2020****Masters Degree in Transport Technology and Organization of Transportation***Ukrainian State University of Railway Transport, Kharkiv, Ukraine***2020****Mechanical-Engineer Rolling Stock Special Equipment of Railway Transport***Ukrainian State Academy of Railway Transport, Kharkiv, Ukraine***2006**