

SERHII TESLOVYCH

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Director of Finance and Administration

SUMMARY OF QUALIFICATIONS

- Over 15 years of experience in the railway industry
- Comprehensive working knowledge of railway systems including financial controls, accounting and capital investment, public administration, engineering and technical support, operations, logistics, safety, policies and management
- Extensive work experience in the areas of: accounting and capital investment (invoicing for services, control of receivables and payables, reconciliation of bank statements, drawing up budgets and plans, preparation of reports, analyses, etc.) and including financial control, management; public administration (regulation of normative and administrative documents); engineering and technical support of transport (development and implementation of programs in the areas of infrastructure, rolling stock and development and technical regulation of technical policy); transport logistics (organization and provision of the transportation process). Maintenance of client databases
- Master's Degrees in: Public Management and Administration; Transport Technology and Organization of Transportation (Equivalent to Master's Degree in Canada (WES report June, 2022))
- Effective communication and maintaining excellent customer relations, detail oriented, ability to analyze data, teamwork, fast learner, learn quickly, time management. Disciplined and meticulous
- Languages: English, Ukrainian, Russian
- Proficient in MS Word, Excel, Power Point, Outlook, understanding Visio, knowledge of QuickBooks, Zoho
- Driver's Licence on Canada: Class - G2; Certificate CLB-5.

WORK EXPERIENCE

Accountant

Ottawa Ukrainian Childrens Choir, Ottawa, Canada

2023 - present

- Implemented and configured the accounting system on the Zoho platform to display financial transactions and prepare financial statements.
- Provided functionality for automated supplier and donor profiles, checks and balances for bank reconciliation and operational/management reporting framework.

Manager Logistics

Self-Employed, Ukraine, Kyiv

2019 - 2020

- Provided consulting services for the transportation of goods by rail (coordinated the process of preparing documents for the transportation of goods (plans, sublease of wagons, commercial tariffs, optimal routes, contracts) and the search for clients
- Provided accounting services to clients (invoicing for services, accounts receivable and payable, bank reconciliation, tax reporting)

Deputy, Head of Department Development and Technical Policy

↑**Leading Engineer Main Department of Development and Technical Policy**

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

2013 - 2014; 2016 - 2019

- Improved and supplemented with proposals for transport policy in parts of finance, technical policy for legislative purposes (within the department, contributing to the improvement of services)
- Organized and conducted a technical audit of the technical condition of railway transport in order to develop and implement projects, programs and strategies to eliminate deficiencies
- Organized, ensured the coordination and implementation of infrastructure projects in the areas of: planning of funds and costs for the restoration/modernization of access roads, structures, rolling stock, etc. and involvement in the group for the development of technical standards in the above-mentioned parts, as a result of which the transportation process improved
- Organized, prepared and ensured the stable operation of railway transport in the autumn-winter period, which made it possible to provide timely and high-quality services
- Interacted with the central bodies of the executive power (as instructed by top management) in the field of state regulation of transport policy

Acting Deputy Head of Transportation Transport Logistics Center

JSC Ukrzaliznytsia, Kyiv, Ukraine

2015 - 2016

- Organized and coordinated orders for the transportation of goods in domestic and international rail traffic and control of the implementation of plans for loading and unloading goods on the railways, regulation of daily rates of acceptance/handover of goods at stations, as a result of which the transportation process was ensured.
- Improved and supplemented with proposals the transport policy in terms of transportation, which improved transportation conditions and attracted new customers)
- Controlled financial issues related to transportation (receivables and payables)

VOLUNTEER EXPERIENCE

Administrative assistant

Maidan – Market store, Ottawa, Canada

2022

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

EDUCATION

Certificate Navigating the Canadian Workplace for Accounting Professionals

2022 - 2023

Global Talent Alliance Canada, Ottawa, Ontario

Masters Degree in Public Management and Administration

2019 - 2020

National Academy of Public Administration under the President of Ukraine, Kyiv, Ukraine

Masters Degree in Transport Technology and Organization of Transportation

2002 - 2006; 2019 - 2020

Ukrainian State University of Railway Transport, Kharkiv, Ukraine