

# VIRA FRYNDAK

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**Professional and proactive, reliable with a great level of responsibility.  
Flexible relative to the tasks assigned to me or taken on voluntarily.  
Ready to learn, work hard and smart.**

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## Work Experience

### **Bookkeeper**

AI Tax consultants

May 2023 – current (part-time)

- Maintained accurate and up-to-date records of financial transactions and documentation.
- Provided general administrative support to the bookkeeping department as needed.
- Assisted with payroll processing and maintained employee records.
- Assisted in the preparation and submission of tax returns.

### **Accountant**

All-Ukrainian Association of Social Organizations

January 2003 – February 2022

- Maintained company general ledger, monthly closing processes, and account reconciliations.
- Monitored all payments and expenses, including payroll, purchase orders, invoices, and account statements.
- Performed monthly bank reconciliations.
- Recorded transactions in Business Automation Frame
- Built out processes for monthly and quarterly filing of sales tax returns.
- Managed payroll for 3 departments and 20+ employees and verified expense reports and requests from employees.

### **Administrative Assistant and Bookkeeper**

All-Ukrainian Association of Social Organizations

July 1999 – November 2001

- Provide continued administrative support for the Director of the Project Department

- Scheduling and arranging meetings, appointments, and events.
- Composing routine correspondence, memos, and e-mails.
- Photocopying, faxing, and scanning documents.
- Word processing with attention to format and presentation of material
- Monitored all payments and expenditures, including purchase orders, and invoices.

### Education

**Willis College** – Accounting and Payroll Technician, November 2022 – July 2023, Ottawa, Canada

**Kyiv National Economic University** - Master's Degree in Finance, Finance September 2003 - September 2004, Kyiv, Ukraine

**National University of Food Technologies** - Specialist, Economics September 1995 – June 2000, Kyiv, Ukraine

### Courses

**Office and Accounting Careers Course**, OCSB, Ottawa, Canada – September 2022 - January 2023

**Federal Income Tax Level 1 -2022**, H&R Block, Ottawa, Canada - November-December,2022

### Skills

- Proficient User of Microsoft Office (Excel, Word, PowerPoint, Outlook, Access, Teams) and Google Suite
- Teamwork and collaboration
- Attention to detail
- Professionalism and strong work ethic

### Other activities and interests

- Volunteer work in the Women's Organization “Maryam”- coordinated conferences, workshops, training, and seminars for League of Ukrainian Muslimah
- Volunteer work in Alfurqan school – teacher assistant (2022-2023, Ottawa)

