



ABOUT ME

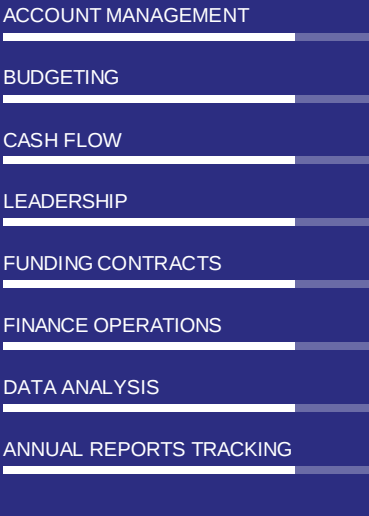
Finance and accounting expert with more than 15 years' experience in business development and growth with development of short and long-term financial plans budgets and forecasts for companies. Experienced in the daily operations of businesses along with managing staff to increase productivity and compliance. Instrumental in working with superiors and departments in order to manage financial and accounting procedures. Bilingual in English.

EDUCATION

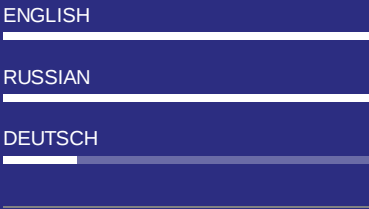
BUSINESS ADMINISTRATION
International Management Institute - IMI NOVA / Chisinau / 2005

Faculty: Business Administration
Specialty: Finance
2001- 2005

SKILLS



LANGUAGES



REFERENCES

MR. SERCAN ORHAN
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DRIVING LICENSE

Driving license category
B category since 2009

VERONICA CIORBA

CHIEF ACCOUNTANT & FINANCE OFFICER

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WORK EXPERIENCE

KONRAD-ADENAUER-STIFTUNG, REPRESENTATIVE OFFICE IN THE REPUBLIC OF MOLDOVA
CHISINAU
2023 - Present

Financial Management and Accounting

- Verification of invoices, supplementary documentation; processing of payments and general book-keeping
- Liaison with service providers
- Verification of debits from bank account on a daily basis
- Budget forecasting, request and control of transfer of funds
- Preparation of monthly accounting report to KAS headquarters
- Clarification of internal audit queries
- Preparation of end of year report to main donor
- In cooperation with the external service provider preparation of the yearly financial report to authorities
- In cooperation with the audit company preparation of the financial review according to legislation.

LC WAIKIKI RETAIL MOL SRL
Chisinau
2018 - 2022

Chief Accountant & Finance Officer

- Maintaining accurate and up to date records of all financial transactions;
- Perform month-end accounting activities such as reconciliations and journal entries;
- Coordinate with the team to complete assigned accounting tasks within deadlines;
- Develop and maintain internal control and effective accounting system and policies;
- Ensuring the correctness of relevant book-keeping and preparing all tax declarations properly on time;
- Being the contact person for the relations with tax authority and establishing a good communication with the tax authority;
- Follow up new tax legislations that may have an effect on operation and informing the HQ finance when necessary;
- Responsible for preparing complete and accurate financial statements in accordance with local requirements as well as Group Accounting Policy;
- Preparation of monthly, quarterly and annual management reports for submission to HQ in Turkey;
- Cooperation with external auditors to carry out periodical external audit processes;
- Supervise and follow all necessary financial applications to the public authorities and commercial organizations;
- Managing the process of archiving of documents according to legal requirements and company procedures.
- 5 junior accountants in subordination

MONDITEH ANGRO INC.
Chisinau
2013 - 2018

Chief Accountant

- Managed all financial accounting functions of the company.
- Maintained constant communication on financial reporting with headquarters.
- Directed general ledger, payroll, cost control accounting, cash management, benefits, customer billing, fixed assets, accounts payable, accounts receivable, bank reconciliation, and inventory control.
- Developed and maintained external relationships with customers, banks, creditors, auditors and governmental agencies.
- Prepared daily accounting entries in the general ledger, as well as monthly, quarterly and annual balance sheets, income statements and tax filings.
- Supervised year-end audit and the publication of audited financial statements. Coordinated quarterly and year-end tax payments.
- 2 junior accountants in subordination

CHICU TRANS INC.
Chisinau
2005 - 2013

Chief Accountant

- Advised the Director on financial matters.
- Analyzed and compiled financial data.
- Inspected and verified all payment vouchers before payment is made.
- Assisted the Accounting staff with preparation of financial budget for organization.
- Ensured proper keeping and maintenance of all financial documents.