

Olha Pavlenko

Wroclaw Poland
+48501289127
olyapav@ukr.net

PROFESSIONAL SUMMARY

Hardworking and responsible job seeker with good communicative skills. Ready to help team achieve company goals.

Experienced Economist with over 15 years of experience in Accounting and Finance Planning. Excellent reputation for resolving problems and improving customer satisfaction. Advanced skills in Word, Excel and a good ability to learn any other computer programs.

WORK HISTORY

Chernihiv Institute of Information, Business and Law of the Int. Science and Technology University - Economist

Chernihiv, Ukraine
12/2015 - 02/2022

- Planned and accounted for income, expenses and profits of organization
- Controlled and accounted for payment of wages and taxes
- Invoice processing, payment of bills and other payments through the Client-bank system
- Preparation of reports on the budget and financial condition of the enterprise using program Word and Excel
- Monitored economic trends for areas of Education and Accounting in Ukraine
- Used various programs for filing tax and accounting reports on the work of the Institute

INTERIOR DESIGN STUDY

Learning and good skills in Interior Design using the program Homestyler after customer surveys and creating collages. Basic skills in construction drawings.

SKILLS

- Excellent Communication
- Flexible and Logical Thinking
- Ability to Learn
- Analytical Skills
- Ability to focus on problem solving
- Google Docs (Word, Excel) Software Proficiency
- Intermediate English
- Experience in Invoicing

EDUCATION

11/2012

Chernihiv Inst. of Information, Business And Law
Chernihiv, Ukraine

Bachelor of Law: Legal Science

06/2002

Chernihiv State Technological University

Specialist in Economic:
Accounting And Auditing

06/1997

Secondary Spes. School of Physico-Mathem. Profile
Chernihiv, Ukraine

High School Diploma

LANGUAGES

Ukrainian: Native language

English:

B1

Polish:

A1

Intermediate

Beginner