

# IRINA

Date of birth: February 12, 1970

Residence: Cyprus, Nicosia

Citizenship: Russian Federation

☐ Cell+

☐ email:

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## Summary

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- Five years progressively responsible experience in accounting and invoicing.
- Experienced at composing letters, reports, documents, tracking logs.
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- Task organization / coordination and supervision of their completion.
- Flexibility and adaptability to any environment.

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## Objective

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## Education & Training

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1989 -1994: Pyatigorsk Pedagogical Institute of Foreign Languages, Pyatigorsk, Russia.

1995: Courses of Secretaries, Moscow.

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## Professional Experience

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*January 2016 – till now*

### **NOVEXCO (CYPRUS) LTD**

#### **Position: Financial Administrator**

- Administer the financial affairs of the Employer;
- Taking proper records and monitoring all the financial transactions;
- Working with the international banks, correspondence;
- Preparation of payment orders and unloading in Bank client system and carrying out payments;
- Work with internal accounting tables and reports.

*December 2010 – December 2015*

### **NOVEXCO (CYPRUS) LTD**

#### **Position: Commercial Manager, trading in steel and steel products**

- Negotiation of agreements in relation to the buying and selling or otherwise of steel or steel products;
- Purchase materials, implementation of sales plan;
- Address issues related to estimated pricing;
- Monitoring / setting the terms and conditions of the sales of steel or steel products.

*January 2005 – December 2010*

### **Trading House NLMK**

#### **Position: Senior Manager, Department of Material and Technical Supply Division of Petroleum and Chemical Raw Materials**

- Realization of calculation and reconciliation of charges on contracts, drafting and signing acts of netting;
- Control of payments and the availability of documents under the contracts;
- Verification of calculations with suppliers, monitoring of accounts receivable;
- Planning, organization and control of orders, control of shipping and delivery of goods;
- Maintain work-flow, working with primary accounting documents, conducting contract work

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## Personal qualities

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- Drive for results, the ability to work under pressure and multi-tasking abilities.
- I am able to independently and quickly search for necessary information and put it into practice.
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- In my work i strive for self-development, improve the level of professional competence in accordance with the requirements of the company.

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## Additional information

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**LANGUAGES:** Russian, English – read, written, spoken – fluently, greek – read, written with the dictionary, spoken – little.

**REFERENCES:** Available upon request.

**PC:** Proficient in accounting program 1C, working knowledge of Word, Excell, Lotus Notes).