



IVANNA STELMAKH

Accountant, Key user in SAP

PROFESSIONAL EXPERIENCE

June 2017 – till now

Accountant, Robert Bosch Production Ukraine.

- Key user in SAP
- Create and post invoices.
- Create of national and currency payments, exchange posting.
- Account payables with foreign vendors (control of creditors, foreign trade).
- Control of debtors foreign trade.
- Fixed Asset Management (GAAP and IFRS).
- Participant in the year inventory, control of stocks.
- Goods receipt, stock of warehouses.
- Participant in the auditor revisions.
- Leading the process of closing and reporting period.
- Closing the month and closing the year.
- Intercompany reconciliation, payment and reporting.
- Organization and control of documents flow (SAP and internal document workflow system)
- Participant of testing process the functionality of business process implementation in SAP.
- Preparation of statistic reports.
- Participant in the preparation of report on Ukrainian Accounting Standards

April 2017 – June 2017

Accountant, VimpelCom Global Services Ukraine

- Transferring data to program Oracle, correct and cheking, mapping, Go-life and stabilization phase, testing process
- Sales to dealers
- Fixed assets Management
- Sublease

January 2007 – April 2017

Senior accountant, Ukrposhta

- Create and post invoices.
- Create of national payments.
- Account payables with national vendors (control of creditors).
- Control of debtors .
- Fixed Asset Management .
- Payroll preparation.
- Participant in the auditor revisions.
- Leading the process of closing and reporting period.
- Closing the month and closing the year.
- Preparation of statistic reports.
- Participant in the preparation of report on Ukrainian Accounting Standards.
- VAT reporting.

EDUCATION

September 2002 – March 2008

Lviv State Agrarian University

Master, Accounting and Auditing

HOBBYIES & INTERESTS

Travel, mountain climbs.

CONTACT DETAILS

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Switzerland
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FOREIGN LANGUAGES

Ukrainian

Russian

English

Poland

German

SOFTWARE SKILLS

- Accounting Procedures Validation
- Financial Statements
- Fixed Asset Management
- Business Operations and Forecasting
- Discrepancy Reconciliation
- Financial and Regulatory Consulting
- Critical Thinking and Analysis
- Processing Checks and Invoices
- Accounting Software Systems
- Deadline Attainment

PROGRAM SKILLS

SAP (S/HANA), FI, MM.
MS Office, Power Point,
Excel , other local productive system.