

A fully qualified accountant who has a number of years experience in the fields of financial management reporting, taxation and cash flow. Lidija has the ability and willingness to take on financial leadership and is certain to be a key member of any financial team that she joins. She is ambitious by nature and keen to get to the top of her profession. One of her greatest strengths is her ability to prioritize workloads to meet challenging deadlines.

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AREAS OF EXPERTISE:

- Payroll accounting
- Inter-company billing;
- Balance sheet reconciliation;
- Financial management;
- Business processes.

WORK EXPERIENCE

CHIEF OF ACCOUNTANT

Rafajlovski Consulting & Audit

2014-CURRENT

Skopje, Macedonia

Duties:

- Preparing quality and focused analytical reviews that support the financial reporting of the company;
- Implementing necessary changes required in finance operations across the company;
- Analysing billing variances and investigating significant discrepancies;
- Preparing monthly P&L and Balance Sheet reporting including commentary on all material variances;
- Providing expert top level accounting advice to work colleagues;
- Maintaining balance sheet sub-ledgers and performing any monthly reconciliations;
- Ensuring that all accountings records comply with company and statutory requirements.

ACCOUNTANT - FULL ACCOUNTING WITH PREPARATION OF ANNUAL ACCOUNT

USA MAC Computers

2010-2013

Skopje, Macedonia

CHIEF ACCOUNTANT - FULL ACCOUNTING WITH PREPARATION OF ANNUAL ACCOUNT

TD MIT OIL DOO

2002-2008

Resen, Macedonia

PERSONAL SKILLS

- Ambitious;
- Hard-working;
- Positive attitude;
- Detail oriented.

PROFESSIONAL SKILLS AND COMPETENCES

- Can quickly understand and evaluate complex information;
- Proficiency with MS Office suite, especially in Excel;
- Able to connect with customers to build loyalty;
- Accurate and precise math skills;
- Highest standards of accounting accuracy and precision;
- Familiar with a wide range of accounting software.

PERSONAL SKILLS

- Thinking creatively to solve complex problems;
- Able to handle multiple tasks, work quickly and well under pressure;
- Willing to assume responsibility for decisions
- Strong work ethic;
- A proven high performer and quick learner
- English speaker;
- Numerical skills;
- PC literacy: Microsoft Windows (3.10, 3.11, 95, 98, ME, 2000, XP) and MS office (Word, Excel, Power Point); Internet, Web Design (Adobe Dreamweaver, Flash);
- Driving license.

ACADEMIC QUALIFICATIONS

- *BSc (Hons) Graduated economist - Business Economy* *1995 - 2000*
(Faculty of Economics, St. Cyril and Methodius University, Skopje, Macedonia)
- *Certificate for participation Intereg III GRECE-MACEDONIA,*
(Thessalonikki, 11/11/2008-29/11/2008 computer work and environment)

REFERENCES

- Available on request.