

Ludmila Poļakova-Verbicka
CURRICULUM VITAE

Personal Information

Name : Ludmila Poļakova-Verbicka
Date of birth: 1971
Sex: female
Marital status: married
Cell phone: Latvia, Riga,+ (371) 29995613
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<http://accountant-gramatvedis.jimdo.com/>

Education

Degrees in economical and technical science

2004-2006 Transport and Telecommunication Institute Master Degree in Management Science
2001-2002 State University of Latvia Professional Diploma– Economist Accountant
1993-1995 Railway Technical College Professional Diploma- Specific field Economist
1988-1993 Rigas Technical University Master Degree and Bachelor Degree in Mechanic

Professional Experience : 16 years

Company	Position
2009- 2013 „BELLA ” (Wholesale commerce in cosmetics goods- Monthly financial reports for tax inspections and Annual reports, Statistics reports-INTRASTAT. Debtors, Creditors, Cash , Bank, Advance reports, Fixed assets , Salary calculations, Personal reporting).	Chief Accountant
2006-2009 „ABC-Baltic”, (TECHNONICOLA) (Wholesale commerce in building materials-international company-The organization of the accounting and administrative account in firm from zero, input of documents in the Russian program 1C and in Latvian 1C, Monthly financial Latvian reports for tax inspections and Monthly reporting to the parent enterprise, the Annual report, (Balance, Cash flow reports, Profit and loss reports). Debtors, Creditors, Cash , Bank, Advance reports, Fixed assets , Salary calculations, the Personal reporting, Statistics reports, Budget preparations)	Chief Accountant
2001-2006 „Aventis Intercontinental ” (Representative and advertising activity- international company-the Financial reports (Balance, Cash flow reports , Profit and loss reports) and Monthly financial Latvian reports for tax inspections , Debtors, Creditors, Cash , Bank, Advance reports, Fixed assets , Salary calculations, the Personal reporting)	Chief Accountant
1998-2001 „Rhodia Industrial Yarns/Tolaram Fibers/ Dauteks ” (Manufacturing-international company- Debtors, Creditors, Cash , Bank, VAT, Advance reports)	Senior Accountant
1994-1998 (Manufacturing-international company- Salary calculations, Fixed assets, Account of material)	Accountant
1993-1994 (Manufacturing- international company)	Operator of Exploitation

Professional Interests & Skills

IBA (International Association of Bookkeepers) Levels 3 Diploma in Accounting and Advanced Book-Keeping and Level 4 Diploma in Accounting to International Standards

IT knowledge :

Accounting program : SAP(module FI –financial, CO-controlling), Peachtree, 1C , Grins, PACKDAY, Grosbuh, Peachtree
Telebanking (Unibanka, Nordea Bank, Swedbank), Excel, Word, PowerPoint
Driver license „B”

Courses

2009 Nuances of drawing up of the annual reports 2008 and new legislation of 2009 (Training center „ Biznesa Attistibas Agentura”)
2005 Improvement of professional skill of the Chief Accountant (Training center „BUHSERVISS”)
2005 Practical optimization of taxes (Training center „LATVIKON”)
2005 Bases of using accounting program 1C(Training center „LATVIKON”)
2005 Foreign words fast memorizing courses (Training center „LANDO”)
2004 Labour law for Accountants (Training center „Merkurijs Konsultants”)
1998-1999 English languages courses (Daugavpils Jaunatnes skola)
1996 Accounting courses (Training center „GRADA”)

Languages Skills

English	intermediate level-good
Latvian	good
Russian	native
German	with the help dictionary