

Personal details

Name: Tatiana VASYLENKO
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Nationality: Ukrainian



Highly-motivated, result-driven Accountant with 15+ years of experience specializing in accounting, auditing, budgeting and payroll. Advanced knowledge of generally accepted accounting principles and practices.

Education and qualifications:

2008-2010: **Master of Public Administration**
East-Ukrainian National University of V. Dahl (Luhansk), Ukraine
2001-2006: **Accounting and Auditing specialist**
Luhansk National Agrarian University (Luhansk), Ukraine

Work experience:

Luhansk Regional State Administration (01/2015-02/2023)

07/2016-02/2023: **Chief specialist** of the department financing and accounting of Management of Capital Building:

- organization and budget planning;
- preparing all monthly, quarterly and annual financial reports;
- conducting periodic inventory;
- projects preparation for the State Fund of Regional Development;
- implementation of investment projects;
- managing payroll.

01/2015-07/2016: **Chief specialist-accountant** of Management of Urban Development and architecture:

- managing financial department with responsibility for budget, forecasting, payroll, accounts payable and receivable;
- financing two state programs: a Village Fund and a Youth fund;
- reviewed documents and input information accordingly.

Novopskov District State Administration

01/2007-12/2013: **Chief specialist** of the department of accounting Financial Department:

- analyzed financial information and prepared financial transaction reports;
- updated and maintained accounts payable and receivable;
- prepared monthly financial statements and payroll.

Additional education:

Course of English (2016-2017, 2019) East-Ukrainian National University of V. Dahl (Severodonetsk), Ukraine; 2022 course of English (Krakow), Poland
Certificate of successful completion of study course on Public Administration (2017), Lugansk T.Shevchenko National University (Starobelsk), Ukraine

Personal qualities:

- strong organizational and analytical skills;
- excellent interpersonal communications skills;
- detail-oriented, well organized, values teamwork, self-motivated, efficient, resourceful, practical;
- enthusiastic, eager to experience and learn new skills.

Additional skills:

Languages: English – intermediate, Ukraine – fluently.

Computer skills: Windows OS, MS Office, Internet Explorer and Outlook Express, analytic programs (Fahivetz, 1C).

Extra-curricular: theatre, music, sport, reading, self-development.