**Curriculum vitae**



## PERSONAL DETAILS:

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| First name | Zoia |
| Family name | Podoliak |
| Marital Status: | Married, daughter |
| Home Address: | 23 August street 43, apt.107, Kharkov, Ukraine |
| Contact Details: | Mobile: +380 069238197,  E-mail: zpodoliak@mail.ua |

Professional with 23+ years’ experience in financial department of international manufacturing company. Experienced in managing of processes and people.  
Responsible, independent in decision-making, highly self-motivated, proactive, initiative, excellent communication and influencing skills.  
  
Management Accounting

The acquired skills and working experience as well as the involvement and participation in SAP program installation helped me to cope with coordination of GL group effectively and provide consultancy to other group in Finance.

My strong side is managing and communication skills with good knowledge of Tax legislation.

In 2006 I took part in SAP program installation (working out of chart of accounts for GAAP and Statutory register, installation of POSM and FA accounting process)

From 2006 I was involved as a Key User in various projects related to updating and installation of new SAP functional.

During the year 2010 I took part in the testing and preparation of settings the following changes in SAP system.

I was three times rewarded for “Recognition for Excellence Award” and one time for “ABCD” award and “Above & Beyond The Call of Duty Award” in the sphere of Accounting, Taxation and participation in SAP Program installation.

**EXPERIENCE:**

**2020-2023 - Chief accountant in LLC “IMEX MAX”**

**2015- 2020** - **Chief accountant in LLC “Ukragrotrade Group”**

The main responsibilities:

Accounting,

Taxation

Client bank

**2000 - till 2013- Supervisor general leger group in Philip Morris Ukraine**

**The main responsibilities:**

On daily basis I provided supervision and assistance to Accountants with aim to be sure that all process work properly.

General ledger group was responsible for Fixed Assets accounting, Sales, Moving of marketing materials, Travel expenses and Payroll.

I checked all process of monthly and yearly closing period in Finance.

I made reconciliation between Tax and Accounting data on quarterly and yearly basis and use this data for differed tax calculation. I was responsible for preparation of Finance statements on quarterly and yearly basis. Also was a key person in communication with PWC during the Accounting audit.

I was responsible for preparation of Finance reports and Special information and place them on the side of Security Commission.

I was on STA in SCE Poland during 6 months in 2011. In that time, I was supervisor of GL Group in share center in Krakow.

We provided accounting services to PM Holland and PM Belgium and Luxemburg. Using this great opportunities, I received knowledge of standardization process which helped me to create efficient work in Accounting group.

**My responsibility from system point of view:**

Open and closed of Finance period;

As a key person take part in new process installation.

Open new accounts and fill them in mapping table;

Accounts revaluation;

In scope of year end closing:

Balance carry forwards in Receivable and Payable;

Balance carry forwards in General Ledger;

Balance carry forward in Special Ledger.

1998-1999, Tax analyst, Philip Morris Ukraine

Starting from January 1998 I was responsible for Corporate Profit Tax calculation and other tax such as: Land tax, Municipal tax, Vehicle Owner’s tax, Water use tax.

1994 -1997 – Accountant, Tobacco factory, Kharkov

During the mentioned period I was responsible for cost calculation of produced cigarettes and FA accounting. Also I was involved in investments registration in State authorities.

In addition to the day-to-day responsibilities noted above I performed tasks related to reconciliation data of received foreign investments and preparation of Statistics reports.

**1990-1992, Cashier, Tobacco factory, Kharkov**

Employed by Kharkov Tobacco factory at 1990 to provide Cash accounting, in 1993 my position was expanded to include cost calculation of produced cigarettes.

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| **EDUCATION:** | |
| 1996 – 1999 | Automobile and Road University, Kharkov  Degree: “Engineer -Economist” |
| 1976 - 1981 | Polytechnic Institute, Kharkov  Degree: “Mechanical Engineer” |