**Diana Khilkevych**

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Birthday July10th,1990, Dnipro city, Kyiv city, Ukraine

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Characteristics: kind, attentive to the details, diplomatic, persistent

Instagram: <https://instagram.com/dianledidi?igshid=NTdlMDg3MTY=>

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| 10.2019-now | Maternity leave, take care of my daughter (6 years old) |
| 09.2014-10.2019 | **"INPAK" LLC** (Petropavlivska Borshchagivka village in Kyiv district) - manufacturing, wholesale and retail sale of disposable tableware, packaging, bag-shirts.  On the position of accountant:  - count waybills, make the report on fuel usage, contact with drivers,  - make payments in the Client-Bank program in UAH and foreign currencies (SWIFT) and record them in system 1C.  - work with currency contracts, send them to bank and watch the goods come in time.  - prepare the daily report of accounts receivable payments for the head.  - perform account reconciliations with buyers and sellers. |
| 07.2014-09.2014 | **Atorium LLC** (accounting outsourcing) as an assistant accountant.  Responsibility for DAKO-TRADE LLC that provides transportation services: accounting of waybills, preparation of a report on fuel usage, creating invoices and acts of work in 1C8, make payments and record them in system. |
| 11.2012-06.2013 | **Privatbank** (Dnipro city) as “Expert of the Department of budgeting for industrial enterprises” (PJSC “DneprAzot”):  - check payments and documents to them (contracts, invoices, acts. etc), compare with tender recommendations;  - draw up the payment calendar, control the term of payment and delivery;  - prepare actual Cash Flow. |
| 05.2011 | Passed the international **TOEIC** and **TOEFL exam**  in **English** language, level **B1**-**B2**  Being in the **USA** for 4 months as a participant of student program Work and Travel |
|  | Participation in the CAP / CIPA program, based on **IFRS**:  passed the exam - Financial accounting - 1 (87 points); |
| 09.2007 –  06.2011 | Faculty of Economics, major in International Economics in Prydniprovska State Academy of Building and Architecture  (Dnipro city)  Bachelor's degree with honours. |
| 09.1997 –  06.2007 | Graduated from High School #1 with honours. |

April/04th/2023

