**Name Surname**

Kalvarijų Str. 15, Vilnius

M +370 600 00000

name.surname@gmail.com

**CAREER SUMMARY**

Highly accomplished and results-orientated financial manager and accounting professional with 15 years of proven successes in leading all aspects of financial and accounting management. Key skills in financial accounting, business analysis and advanced computer knowledge (Excel) and expertise in a wide range of accounting duties including statutory reporting, budget management, performing reconciliations, preparing financial records and problem-solving. Recognized throughout career for commitment, integrity and teamwork with a focus on the achievement of consistently outstanding results.

* Strategic Planning
* Statutory Reporting
* Employee Development
* Leadership/ Management
* Financial Accounting
* Dynamic Improvements
* Budgets & Forecasts
* Quality Assurance
* Cash Flow Management
* Policies & Procedures
* Financial Analysis
* Negotiation

**KEY SKILLS & COMPETENCIES**

* Strategic thinker with strong decision-making, problem-solving and analytical skills
* Strong business acumen acquired through successful management of businesses operating in highly competitive environments with an in depth knowledge of maintaining brand and reputation
* Critical thinker and negotiator with an ability to effectively lead multiple projects simultaneously while employing solid organizational, coordination and problem solving strengths
* Established capability to manage relationships in multicultural environments
* Languages: Lithuanian (Native), English (Intermediate conversational), Russian (Intermediate conversational)
* Highly proficient in computer operations and financial programs including:
* MS Excel (Advanced), Navision, Hansa Financial, Hyperion, Axapta

**PROFESSIONAL EXPERIENCE**

**UAB xxx January 2013 - Present**

*Manager* (Divisional Accounting)

* Assist the Finance and Accounting Manager in all aspects of daily duties including staff management, project management and the preparation of financial statements and group consolidation reports
* Oversee cash forecasting and management
* Prepare payroll transactional recording and payments
* Analyze variances in profit and loss statements to assist senior management in cash forecasting and budgeting
* Deliver a wide range of general system support including financial data preparation and commentary
* Reconcile key accounts, major balance sheets and profit & loss statements
* Perform G/L account management, G/L postings, recurring entries, Intercompany transactions and reconciliations
* Prepare weekly and monthly financial reports (profit & loss statement, balance sheet, etc.)
* Process corporate tax returns and prepare foreign VAT collection
* Manage investments including performing transactions of sold and disposed assets

**Key Achievements:**

* Detail-oriented problem solver acknowledged for performing tasks with precision and accuracy
* Excellent time management skills that allows for the multi-tasking of all responsibilities
* Participate in investment management and other finance projects

**UAB yyy June 1999 - December 2012**

*Financial Controller*

* Prepared financial statements for group reporting and consolidation purposes (monthly, quarterly and annual)
* Key point of contact for internal and external auditors and partners
* Oversaw payroll and tax contribution payments
* Administered and managed the bank accounts of the company
* Presented monthly budget reports to senior management
* Involved in the development of the annual budget
* Delivered advice on all financial matters to improve financial practices and procedures of the organization
* Managed finance operations to ensure efficiency and productivity
* Led, trained and motivated junior financial controllers
* Produced monthly management accounts and balance sheet reconciliations
* Monitored financial risk and delivered credit control management
* Advanced the accounting and internal procedures to support management’s decision-making

**Key Achievements:**

* Responsible for the development of Outokumpu's VPS Reporting Environment:
* Implemented the reporting system using Cognos Business Intelligence Tools
* The new system allowed Outokumpu analysts and managers to make full use of the data in their decision making processes
* Acknowledged for a vast range of experience in Corporate Finance
* Profound knowledge of the financial consolidation process and accounting principles
* Set up and established the company's financial services including implementing the annual and credit risk control targets
* Ensured all finance records were kept accurately and securely
* Demonstrated, trained and assisted junior accountants in accounting principles
* Recognized for strong attention to detail and organizational skills to ensure tasks were completed to the highest quality standard within the set deadlines

**UAB Triasas November 1998 - June 1999**

*Chief Accountant*

* Expertize in a wide range of financial accounting duties including:
* Preparation of P&L Statements, Bank Reconciliations, Journals, Cash Forecasting, Budgets and Audits

**EDUCATION & QUALIFICATIONS**

* **Bachelor of Accounting and Finance** (1993 - 1998)
* Aleksandras Stulginskis University of Lithuania

*Additional Training, Seminars & Presentations*

* Certificate in VPS Controller Training
* UAB Verslo žinios Training Seminars (Budget Management in Business Processes)
* Receivables management in UAB Outokumpu

**PROFESSIONAL ASSOCIATIONS**

* Member of the Association of Financial Analysts (Lithuania)
* Member of Credit Management Club (Lithuania)
* Extensive knowledge and experience on corporate credit policy – Member of the club for 8+ years
* Student Member of the Association of Chartered Certified Accountants (ACCA)

**REFERENCES AVAILABLE UPON REQUEST**