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**Svitlana Kovtoniuk**   
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| **Objective** | I am seeking employment with a company where I will be able to use my ability in negotiation skills, ability to influence and persuade, to strong communication and take advantage of my English knowledge and also to contribute professional skills to achieving your company's goals as an chief accountant. |
| **Personal Details** | Marital status: divorsed  Children: daughter, 18 years old |
| **Summary of Qualifications** | Two years of brilliant career as a manager of foreign economic activity now in procurement department. (From 2017 to 2018- secretary and translator and FEA manager in one position)  11 years experience as a Chief Accountant.  Proficient with INCOTERMS, Windows, Microsoft office programs, and use of database programs. |
| **Education** | 1995-2000  Kherson Agrarian State University  Degree of specialist  Major: management |
| **Additional Education** | 2016-2018 **Course of English** Englishouse, Yes, Friends English club |
| **Professional Experience** | 2017- to current time **FEA manager**  **LLC Marzek Dnipropack**  Dnipro, Ukraine |
|  | Searching for relevant providers for purchasing of commodity. Transaction support with foreign companies from start to obtainment of goods - from compiling contract to conduction of necessary documents for customs clearance. Translation and interpretation of all necessary documentation in company. |
|  | 2016-2017  **Chief Accountant** Children’s music school  Dnipro, Ukraine |
|  | 2012–2016 **Chief accountant** Kherson Urban psychoneurological hospital |
|  | 2005–2012 **Chief accountant** Kherson Department of Agricultural Development  Kherson, Ukraine |
|  | 2003–2005 **Accountant** District Department of Justice  Kherson region, Ukraine |
| **Additional Skills** | **Languages:** English – Advanced Level, IELTS.  **INCOTERMS 2010, 2020** |
|  | **Computer skills:** Windows, Word for Windows, Excel, Internet Explorer |
| **Personal qualities** | I have negotiation skills, ability to influence and persuade, strong communication. Broad-minded, responsible, determined, initiative. Stability in critical situations. Strongly self-motivated and enthusiastic A fan of outdoor activities.  I am ready to move. |
| **References** | References are available on request |