



Georgiana Craiu

🕒 Jan 7, 2020

📍 Bucharest

👤 39 years

♀ Female

📞 +40 724 056 881

✉ georgiana_craiu@yahoo.com

🌐 <https://www.bestjobs.eu/en/cv/5aa23e62521ba>

About me

- ✔ Interested in part time offers / projects
- ✔ Available for remote jobs
- ✔ Available for business trips

Spoken languages

Romanian
Native

English
Advanced

French
Medium

Professional experience

Vat specialist

Wipro in Bucharest, Romania

7 months · February, 2019 - September, 2019

Senior accountant

Mazars Consulting (/en/companies/mazars-consulting-srl) in Bucharest, Romania

1 year 5 months · June, 2017 - November, 2018

Portfolio of 12 clients from various environments

- Monthly book keeping
- VAT and CIT declarations
- Financial Reporting
- Review of 4 juniors activities

Freelancer Accounting

Freelancer Accounting in Bucharest, Romania

2 years · June, 2015 - June, 2017

- Bookeeping for 16 small companies;
- Balance sheet ;
- VAT declarations;
- CIT declarations;
- Payroll declarations;
- Financial Statement declarations

Senior accountant

Baker Tilly Klitou Business Services, Bucharest Romania (/en/companies/baker-tilly-klitou-romania-legal-services-srl) in Bucharest, Romania

2 years 2 months · March, 2013 - May, 2015

Senior Accountant

Baker Tilly Klitou Business Services, Bucharest (Romania)

Clients Department:

- Accounting preparation for a medium portofolio of 5 clients;
- VAT declarations(declarations code D300, code D394, code D390);
- CIT calculation (declarations code D101, code D100);
- Annual and Semestrial financial Situations;
- Management Reporting for at least three clients;
- Coordination of a Junior Accountant;
- Payroll for approximatevly 170 employees;
- Preparation for IAS 11 documentation;
- Participation to quarterly audit;
- Transfer data from SAP to a low cost accounting program;
- Ad-hoc requirements from the board;

Internal Accounting Department up to

The main responsibilities are:

1. SAP migration to other instance for 5 companies;
2. Financial Reporting for Board of directors for 5 companies;
3. Coordination for the payments done daily;
4. Reports requested ad-hoc by the management;
5. I have provided the following calculations for 5-6 companies from statutory point of view:
 - Payroll activities for 4 companies, including declaration code D112 for payroll, for 100 employees;
 - CIT Calculation quarterly and the annual CIT declaration;
 - VAT declarations (declarations code D390, code D300, code D394);
 - Other declarations (Statistics, BNR);
 - Calculation of WHT for companies;
 - Annual and Semestrial financial statemen

Senior accountant

Editura Readers Digest ., Bucharest Romania (/en/companies/editura-reader-s-digest) in Bucharest, Romania

2 years 2 months · January, 2011 - March, 2013

-Senior Accountant

Editura Readers Digest ., Bucharest (Romania)

- Specific Payroll activities for 35 employees and Freelancers;
- Implement procedures and work instructions applicable in accounting department;
- Preparation of trial balance and periodic financial reports (financial statements) according to fiscal legislation, transfer data from US GAAP to local system;
- Preparation of tax returns (VAT return, acquisitions and deliveries intra-tax profit, WHT,sweeps tax) as required by law;
- Preparation of daily cash flow and other month end reports;
- Participate in specific processes that occur after the annual inventory of company assets;
- Decide to make the payment schedule for each provider, analyzing previously concluded contracts with suppliers, conditions and terms of payment agreed with them;
- Decide to take necessary measures on debt recovery from customers who did not meet the payment deadline set in the contract;
- Maintain relationships with banking and financial institutions, tax authorities, and external audits;

-Chief Accountant

Editura Readers Digest ., Bucharest (Romania)

- Freelancer calculation, declaration for employees 35 employees;
- CIT calculation quarterly and the annual CIT declaration;
- VAT calculation. I had applied the procedure of Cash in VAT to Editura Readers Digest with success;
- VAT declarationsand 394);
- Intrastate Declaration;
- Environment Declarations;
- Other declarations (Statistics, BNR);
- Calculation of WHT for companies;
- Calculation of Sweeps tax;

GL Accountant

GENPACT ROMANIA SRL (/en/companies/genpact-romania-srl) in Bucharest, Romania

2 years 7 months • May, 2008 - December, 2010

Responsibilities

- upload in different SAP instances (PR1, P01, and P13) movements of different bank accounts
- book keeping of social taxes, financial interest, transfers of money
- reconciliations of bank accounts, treasury accounts

AP accountant

Responsibilities

- book keeping of invoices
- Intrastate report
- reconciliation of Vendors
- Hyperion balance upload
- Intercompany payments

Education

Camera Consultantilor Fiscali- Consultant Fiscal

Accounting, Awards / Certifications, Bucuresti

2015 - 2015

Fiscal Consultant Bucharest

ID Number, Exam passed CCFR and passed with success, the grade was

Academia de Studii Economice

Accounting, University (graduate), Bucuresti

4 years • 1999 - 2003

The Academy of Economic Studies, Bucharest (Romania)

Admittance in Academy of Economic Study at the following faculties:

-Accounting and Informatics Administration;

-General Economy;

-Finance, Banks, Assurances and Stock Markets;

I had chosen Accounting and Informatics Administration

Specialization Audit and Administration Control

September, 2003 Graduated from the above faculty and have a degree

In Accounting and Informatics Administration

The final project attends to the domain of International

Accounting and Financial Information Department

The title is: «Financial Market against banking system: the Consequence upon the Accounting System»