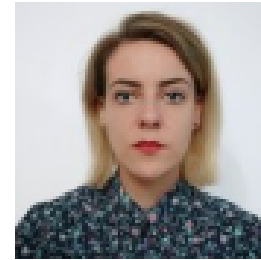


HUSZÁR ORSOLYA

Accounting Professional



PROFESSIONAL SUMMARY

- 7.9 years of experience working in the Leisure, Travel, and Tourism Industry with multinational companies such as Bungalow.Net and STA Travel.
- 6 years of experience in the financial field from which 4 years in accounting.
- 4+ years' experience in AU and NZ accounting by contributing to and advising on the monthly profit and loss reports, preparing and posting month-end journals, providing variance analysis and other duties for month-end accounts closure, posting accruals, prepayments, reconciling and in-depth problem solving on Balance Sheets and other General Ledger accounts, intercompany transactions, and reconciliations, including work with foreign currencies, preparing monthly sales reports, calculating/filing tax returns for the companies in Australia and New Zealand;
- 2 years in NL and DE accounting, being responsible for complete and accurate recording of client sales and third-party invoice payment in multiple currencies, correcting all collections and payments incorrectly imported to the Accounting System, reconciling bank statements in all foreign currencies, identifying and adjusting all discrepancies between banks statements transactions and the Accounting System entries;
- 2 years' experience in local (RO) HR and Payroll related responsibilities such as preparing monthly payroll list calculations for the chartered accountant, verifying worked hours on diverse projects for employees and ensuring accuracy, participating in recruiting sessions for other distinct Financial/Administrative roles (assisting is scheduling, preparing and conducting interviews, tests).
- Working together at all time with the Sales teams to make sure that collections and payments are correctly reflected in the accounting system for the correct bank accounts and currencies, researching and identifying causes of reconciled items; working with department manager to implement process improvements;
- Providing monthly, quarterly and ad-hoc reports as requested, supporting periodic audits from statutory auditors, participating in year-end account closure preparations, and reporting.

EDUCATIONAL BACKGROUND

Master's degree - Universitatea „Babeş-Bolyai” - 2012 - 2014

Business Administration, Entrepreneurship and Business Management | Cluj-Napoca

Bachelor's degree - Universitatea „Petru Maior” - 2009 - 2012

Economic Sciences - Economics of Trade, Tourism and Services | Tirgu-Mures

SKILLS

- Financial accounting,
- Microsoft Office, training and coaching skills, financial analysis, financial reporting, corporate finance, ability to manage multiple tasks, Team Management.
- Financial department processes, banking activities, manage payroll reports, financial statements, calculate tax, monitor financial accounts, prepare tax returns forms, interpret financial statements, and maintain records of financial transactions.
- Evaluate budgets, manage corporate bank accounts, show intercultural awareness, cost management, respond to enquiries.
- Write work-related reports, ability to meet targets and deadlines, accounting entries, delegate activities, ensure cross-department cooperation, Supervise staff.

Languages: English - Advanced, Hungarian - Advanced, Romanian - Advanced, German – Medium

PROFESSIONAL EXPERIENCE

POSITION	COMPANY	DURATION
Assistant Management Accountant- Divisional Finance AU/NZ	STA Travel	Jul 2018 – present

Key Deliverables:

Major responsibilities in managing all accounting operations, also consisting of:

- Contribution to and advising on the monthly profit and loss reports in the relevant Division.
- Prepare and post month-end journals, provide variance analysis and other duties as per the month end task-list.
- Prepare and/or post accruals, prepayments and other journals as directed.
- Reconciling and in depth problem solving on Balance Sheets.
- Intercompany transactions and reconciliations, including work with foreign currency.
- Responsible for the generation of short term cash outflow and monthly cash forecasts.
- Liaising with worldwide Divisions across the Group.
- Assisting with month end accounts.
- Monthly sales reporting.

- Working closely with the Financial Controller (FC) and MA (Management Accountant) in gathering information and training/assisting new/other team members, ensuring a smooth handover when needed.
- Management of departmental walk through testing of current ICS Internal Control System (ICS) processes.
- Continued improvement of departmental reporting needs.
- Systems and store problem solving.
- Preparation for Interim and Year End audits.
- Ad-hoc duties as requested by MA or FC, may include work on other Divisions.

POSITION	COMPANY	DURATION
Accounts Officer – Divisional Finance AU/NZ	STA Travel	Jul 2016 – Jul 2018

Key Deliverables:

Key accountabilities included:

- Assisting in the production of the monthly profit and loss reports by preparing and posting journals then analyzing results.
- Reconciling various required balance sheet codes.
- Journals, accruals and prepayments relating to the Company to be posted into CODA the company's Finance system.
- Involvement with Intercompany transactions and reconciliations, including work with foreign currencies.
- Daily Accounts Posting, checking for completeness and issues including missing data between DTM (the Point of Sale system) and CODA.
- Investigating and resolving system errors which can occur when data is transferred from the sales system to finance systems , liaising with the IT department when needed..
- Assisting in the production of regular CPR and missing cash reports.
- Participation in Interim and Year End audits.
- Compliance with departmental monthly and month-end checklists and Control Self-Assessment (CSA) Processes.
- Assisting with banking queries and bank reconciliations when required, addressing payment issues.
- Perform back-office sales tasks to support Account Executives as needed.
- Assisting with projects and other ad-hoc duties as required by other team members which occasionally included work on other Divisions.
- Sending out daily reports such as BSP transfers.
- Filling out surveys periodically for the statistical institutes.

POSITION	COMPANY	DURATION
Team Leader for Reception/Administration	Bungalow.Net	May 2016 – Jun 2016

Key Deliverables:

- Fulfilling the majority of the responsibilities held at the Reception such as managing the front desk on a daily

basis and performing a variety of administrative and clerical tasks (also listed at the Receptionist role).

- Other responsibilities included holding periodical staff meetings, planning and conducting an assessment on various areas within this work title that would simplify and in time transform some of the daily tasks and practices which have lost their effect and became outdated without producing the desired or any result.
- Concluding and sending periodical or ad-hoc reports to management.

POSITION	COMPANY	DURATION
Financial Assistant	Bungalow.Net	Sep 2014 - Apr 2016

Key Deliverables:

- Some of the undertakings of this position included preparing estimations and budgets, updating a variety of Overviews/reports (cash-flow, refunds list, invoice payment scheduler) and analyzing financial data, elaborating strategies for cost cutting when needed.
- Following up on and also analyzing the company's monthly/quarterly/yearly expenses and costs.
- Registering and paying different trade and non-trade invoices, doing reconciliation for the company's numerous local and foreign bank accounts.
- Filing invoices and all necessary documents as part of the monthly handover to/from the contracted accounting firm.
- Additional HR and Payroll related tasks for:
 - Preparing salaries (monthly calculations made based on, paid/unpaid/sick leaves taken out or other bonuses; while maintaining confidentiality) sending out a finalised payroll list to the accountant.
 - Timekeeping (verifying worked hours on diverse projects for each employee, ensuring accuracy).
 - Recruiting for other distinct Financial/Administrative roles (scheduling, preparing and conducting interviews, tests).
 - Keeping contact with various product or service suppliers such as the chartered accountant, occupational healthcare providers, etc.
 - Administrative tasks such as periodically archiving miscellaneous papers, forms, certificates, contracts, reports or diverse correspondence.

POSITION	COMPANY	DURATION
Receptionist - Reception/Administration	Bungalow.Net	May 2013 - Sep 2014

Key Deliverables:

- Duties included offering administrative support across the organization.
- Welcoming and greeting colleagues and people who visit the business.
- Coordinating front-desk activities, including distributing correspondence and redirecting phone calls.
- Dealing with some smaller tasks linked to HR management such as maintaining the communication between the employees and the management, overseeing and updating the database for annual leaves and flexible work schedules.
- Other back office duties included preparing/updating various databases for pricing and bookings such as processing price lists, discounts, special arrangements and stop-sales requests.