



JULIA BUREK

ACCOUNTING ASSISTANT

Future graduate of bachelor's studies at the Faculty of Management with the prospect of development in the specialty of Accounting . I am career-driven person, open for new challenges and gaining essential experience.

EDUCATION

University of Warsaw

Bachelor's degree in progress

2020-2023 | Financial management and accounting

SKILLS

- Microsoft Office
- CODA Financials
- Communication skills
- Analytical mindset
- Conscientiousness
- Skillful time management

LANGUAGES

- Polish - Native
- English - Fluent

WORK EXPERIENCE

ACCOUNTING ASSISTANT

- July 2022 - Present
Vos Logistics Polska, Warszawa
- Verification of integrity and accounting, assigning and posting to books incoming invoices.
- Posting bank statements, cash reports, business expenses along with settling accounts of clients, suppliers and employee payment cards, updating vendor database.
- Reconciliation of accounts connected with the analysis of settlements.
- Support in preparing VAT declaration, review of VAT register.
- Participation in monthly close.
- Creating reports using Excel and CODA Financials.

INTERN IN PERSONAL FINANCIAL ADVISING

- April - June 2022
Phinance S.A., Warszawa
- Conducting financial analysis in order to identify client's needs in terms of ensuring financial security.
- Working with CRM software.
- Building long-term relations with clients.