

MARINA KIM



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DOB: 25 December 1982

WORK EXPERIENCE

Company: Renaissance Capital (Moscow)
Position: Senior accountant
Period: March 2007- May2008
Main Achievements& Principle Duties

- Processing REPO deals and transactions with derivatives in accounting according to IAS
- Revision of financial data accuracy REPO deals and transactions with derivatives in operational systems
- Monthly preparation of analytical reports for Regulators
- Bookkeeping of broker's accounts
- Preparation of notes for debts and credits in the part of REPO accounts for consolidated financial statement
- Preparation of data for client's positions in the part of REPO deals and its analysis
- Communication with auditors and providing with all necessary information during auditing

Company: PricewaterhouseCoopers Russia (Moscow)
Position: Expense accountant
Period: October 2005 – March 2007

Principle Duties

- Expense reports processing in accounting system iPower

(Created by PwC), SUN System

- Revision of accuracy allocation of expense reports in accordance with PwC Policy and legislation
- Providing company's staff with necessary information concerning expense reports
- Communication with other groups in Finance department and company's departments on cash advances, reimbursements and deductions questions
- Preparation of analytical reports the Management
- Preparation presentations and participation in Introduction trainings for new joiners
- Participation in the process of initiation of a new operational system

Company: "Audit-Patcholi" Ltd. (audit and consulting, Moscow)

Position: Accountant

Period: February 2004 – October 2005

Principle Duties:

Processing in accounting the following sections (according to Russian accounting standards):

- Settlements with the reporters (working with expense reports)
- Settlements with debtors and creditors
- Preparation of the Purchase Books
- Cash bookkeeping
- Bank bookkeeping
- Working with the Bank-Client System
- Participation in the client project which was connected with adaptation of implementation of a new accounting system

Company: "PP Service" Ltd. (wholesales, Moscow)

Position: Junior accountant

Period: October 2001 – February 2004

Principle Duties:

- Cash bookkeeping
- Bank bookkeeping
- Working with Bank-Client System

Director's assistant

- Revision of the financial data
- Budgeting and forecasting
- Control of the cash flows

- Initiation of a new procedures and changes in information system for supervisory purpose
- Preparation and analysis of analytical reports for the Director
- Supervision of the staff

Accountant

- Accounting in printing-house which was segregated in separate entity

EDUCATION

Place: The State University of Management (Moscow)
Period: February 2001 – December 2006
Majors: Financial management Programme
 Specialization: Accounting, Analysis and Auditing

Place: EF International School of English (San Francisco, USA)
Period: May 2008 – August 2008
Majors: English

PERSONAL SKILLS AND INTERESTS

Language Skills: **Russian** – native
English – advanced
Korean – elementary

Computer Skills: Advanced MS-Office user: Word, Excel, Power Point, Microsoft Outlook, Lotus Notes, Sun, Consultant Plus and Garant Systems (Russian Legislation), Bank-Client System

Personal characteristics: Opened-minded, easy-going, analytical skills, able to bear responsibility, self-motivated and proactive, high level of accuracy, straight forward

Hobbies & Interests Sports, Travelling