

Irma Antanaitienė

Date of Birth: 09/04/1972

Education: 2012, Kaunas University of Technology, School of Economics and Business, specialization in finance

Current work status: working

Work experience

27/12/2011 – present	AB Linas Agro Accountant	Wholesale of grain, oilseeds, raw materials for feed and goods for agricultural production
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Tasks:	Management and control of primary accounting documents related to the company's operations in Poland. Accounting, control, reporting of purchases and sales of organic grain. Bank transfers, their accounting and control. Introduction and accounting of currency conversion transactions.
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02/04/2012 – 31/12/2015	UAB Linas Agro Grūdų Centras Accountant	Provision of other credits
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Tasks:	Complete execution of the bookkeeping and control from initial documents to reporting to public authorities. Presentation of financial statements to the manager and shareholders of the company. Wage calculation.
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23/02/1998 – 16/01/2012	AB bank Snoras Chief of customer service	Financial services
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Tasks:	Servicing of legal entities and VIP clients. Full banking operations accounting. Working with cash, preparation of contracts. Work with seizure and inheritance documents, power of attorney. Supervision of the bank branch customer service manager's division (5 employees) and solving of situations occurring during the customer service.
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Languages proficiency

Lithuanian (native)

English	Speaking: beginner	Writing: beginner	Understanding: beginner
Russian	Speaking: intermediate	Writing: intermediate	Understanding: advanced

Computer knowledge

Microsoft Word, Microsoft Excel.
Banking software: ABS FP4.
Accounting software: Axapta

Driver's license - B category, from 2006.

Personal qualities:

I am able to work in a team and individually. I perform the tasks entrusted responsibly. I take responsibility and appreciate criticism. I am flexible, motivated and interested in working.