**Rita Tyurikova**Cell: 516-574-3307, e-mail: rtyurikova@gmail.com

**Objective**

I am seeking employment with a company where I can use my talents and skills to grow and expand the company.

**Summary**

* 15+ years of accounting experience
* Above average proficiency in Microsoft Office, including Excel, Word and Outlook
* Excellent organizational, interpersonal and time-management skills
* Exceptional oral and written communications skills and meticulous attention to detail
* Solid understanding of accounting principles, preparation of financial statements, and non-profit management and governance
* Proven ability to multi-task, work with varying constituencies, and prioritize work load
* Ability to handle, and maintain strict internal and external confidentiality of, highly sensitive information

**Professional Experience:**

**Consulting group TEAM, Saint-Petersburg, Russia April 2010 – Present**

*The head of the accounting department*

The Company provided services in the field of business start-up support: legal, bookkeeping, recruiting and staff services, IT solutions for management, marketing and promotion services.

Bookkeeping/accounting function included the following responsibilities:

* Taxes, payrolls, invoices
* Finance and tax consulting
* Financial reporting to headquarter
* Accounting according to Russian standards
* Special services for export-import and EU financed projects

Environments: MS Office, 1C accounting software, Internet Banking

**Previous Professional Experience:**

Finance Director - ZAO Nevskaya Transportation Company **2009**

The head of accounting and tax department – Profit Audit LLC (auditing company) **2006-2008**

Instructor – Center for accounting continuing education **2006**

The head of the accounting department – Energy-3000 LLC (wholesale) **2005-2006**

The head of the accounting department – Feniks LLC (manufacturing) **2004-2005**

The head of the accounting department – Advertising Agency **2002-2004**

Assistant to the head of the accounting department – Publishing House **2000-2002**

**Education:**

State University of St. Petersburg, Auditors and professional accountants Training Center

* Qualification certificate of a professional accountant **2009**

Tax Consultant Training Center

* Qualification certificate "of Taxes and Duties The Consultant" **2006**

Polytechnic University of Leningrad - legal department

* Law degree in the specialty "Jurisprudence and registration in the social security system" **1972–1975**

**Languages:**

English, Russian

**Authorized to work for any U.S. employer**