

DIANA BRINZEI

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SUMMARY OF QUALIFICATIONS

- 9 years of accounting experience
- Strong ability to adapt quickly to any accounting system
- Excellent analytical and problem solving skills
- Outstanding people skills
- Quick and ambitious learner

EDUCATION

Master of Accounting, Financial Audit in Trade, Tourism & Services Companies July 2009
Stefan cel Mare University Suceava, Romania

Bachelor of Accounting and Management Information Systems July 2006
Stefan cel Mare University Suceava, Romania

PROFESSIONAL EXPERIENCE

Tesco Controls, Inc. (Temporary Contract) October 2016 - November 2016
Accounts Payable Specialist Sacramento, California

- Insured that purchase order matched vendor invoice and verified proper invoice approval.
- Entered all accounts payable into Sage Mas 200 accounting software.
- Resolved invoice discrepancies including pricing and other errors.
- Prepared accounts payable checks so the invoices were paid timely and submitted them for signature and review.
- Maintained excellent vendor relationships in reconciling monthly statements to invoices.

National Railway Company, Locomotive Depot April 2007 - June 2016
Accountant Suceava, Romania

- Managed accounts payable including the purchase order system and reconciliation of the subledger.
- Managed accounts receivable including billing and monthly reconciliation to the subledger.
- Prepared annual budget and compared budget quarterly to actual income and expenses.
- Reconciled bank statements.
- Counted and reconciled the physical inventory of materials periodically.

- Followed up on the recovery of money from insurance companies according to the damage files.
- Tracked the customers' and suppliers' contracts, monitored deadlines and contract compliance.
- Recorded purchases and disposal of fixed assets.
- Participated on the committee that determined the selling price of fixed assets (including land, building, and equipment) to be disposed of at auction.

As Ekilibrium S.R.L.
Accountant

December 2011 - June 2014
Suceava, Romania

- Created accounting records regarding cash and bank transactions, invoices, and expense deduction sheets using Saga Software and Contab SQL Software.
- Kept track of customers and suppliers.
- Checked the accuracy of financial statements and prepared internal reports.
- Monitored merchandise through warehouse records.
- Performed monthly inventory.

SOFTWARE SKILLS

Sage Mas 200, Oracle, QuickBooks, General Ledger, Microsoft Office Suite, Contab SQL, Saga Software

