

Oksana Lytvynenko +38(067)778-12-21

Finance Manager | Accountant

Kyiv, Ukraine | Remote Work | FOP Lytvynenko Oksana Olegivna (Group 3)

l.oksanaolegovna@gmail.com

Professional Summary

Finance Manager and Accountant with over 10 years of experience in financial management, accounting, and tax compliance. Proven expertise in managing international payments, cash flow forecasting, budgeting, and reporting. Skilled in optimizing financial processes, maintaining accurate records, and ensuring compliance with international and local accounting standards. Adept at supporting business growth through analytical and strategic financial planning.

Core Competencies

- Financial and Management Accounting
- Cash Flow & Budget Management
- Tax Planning & Compliance
- International Banking Operations
- Financial Reporting & Analysis
- Payroll and HR Administration
- Process Optimization
- ERP Systems: 1C, BAS, QuickBooks, AVK, M.E.Doc

Professional Experience

FOP Lytvynenko Oksana Olegivna (Group 3) — Finance Manager / Accountant

Oct 2023 – Present | Ukraine (Remote)

- Manage international bank payments, including preparation and verification.
- Prepare cash flow statements and maintain expense planning calendars.
- Support reporting, reconciliation, and monthly financial summaries.
- Ensure accurate exchange rate application and compliance with financial policies.

AVL-BUD Ltd — Finance Manager

Oct 2016 – Jan 2022 | Kyiv, Ukraine

- Oversaw accounting operations using 1C:Enterprise 8.3 and BAS systems.
- Managed construction contracts, budgeting, and cost control.
- Handled payroll, HR documentation, and quarterly tax reporting.
- Prepared annual reports and liaised with tax authorities.
- Developed payment schedules to optimize company liquidity.

Interior LLC “BOSH” — Assistant Manager

Oct 2013 – Apr 2016 | Kyiv, Ukraine

- Coordinated office and documentation workflows.
- Supported contract preparation and English translation.
- Assisted management in meetings with foreign investors.

CITYHOTEL — Secretary to General Director

Jun 2012 – Oct 2012 | Kyiv, Ukraine

- Managed administrative processes and supported financial documentation.

Education

- Ukrainian University of Market Relations — Master's Degree, Accounting & Auditing (2010 – 2016)
- National Technical University of Ukraine “Ihor Sikorsky Kyiv Polytechnic Institute” — Bachelor's Degree, Engineering & Chemistry (2007 – 2010)

Professional Training & Certifications

- QuickBooks Online — Petterson & Bennett
- BAS Accounting — PROKOM
- AVK & Estimation Documentation — DANKO
- 1C: Accounting 8.2 — Cursor Training Center

Languages

Ukrainian — Native | English — Professional Proficiency