



# ALEXANDRA POTAPOVA

SENIOR FINANCIAL OFFICER/ADVISOR

UKRAINIAN WITH PERMANENT RESIDENCY IN LEBANON.

## Profile

7+ years of extensive vacation work experience in office environments, the retail sector and service industries, giving me varied skills and the ability to work with many different types of people.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm.

## Skills

### Software Skills

Microsoft Excel ●●●●●  
Microsoft Outlook ●●●●●  
Microsoft Word ●●●●●  
Microsoft Powerpoint ●●●●●  
Digitalk ●●●●●  
QuickBooks ●●●●●  
Accounting softwares ●●●●●

### Personal Skills

Communication Skills ●●●●●  
Effective interpersonal skills ●●●●●  
Conceptual and analytical skills ●●●●●

### Languages

Arabic ●●●●●  
French ●●●●●  
English ●●●●●  
Russian ●●●●●  
Spanish ●●●●●

## Experience

### Accounting and finance auditor

Ecolife | 2021 - Present

### Remotely Senior Financial Advisor

PharmaXilia Inc | 2020 - Present

### Senior Financial Officer ( 2016-2018 )/CFO (2018-2020)

Pioneer Trading co | 2016 - 2020

Financial reporting.

Assist with documenting finance and account processes to be included in the Finance Manual.

Maintain the General Ledger subsidiary journals including cash receipts and cash disbursements, ensuring accuracy and keeping the Controller apprised of any problems.

Maintain relationships with financial institutions, specifically banks.

### Chief accountant

Yasser Younes co. | 2015 - 2016

Manage and oversee the entire accounting team.

Monitor and mentor / train junior staff, clerks, and bookkeepers.

Maintain highly organized and updated client files.

Report directly to the operations manager.

### Accountant

El Primo Trading | 2013 - 2015

### Part Time External Auditor

Al Aman Auditing | 2013 - 2015

## Education

### Master in Financial Engineering

Conservatoire National Des Arts et Métiers - CNAM | 2015 - 2018

### Bachelor degree - Economics and Management - Financial Statement

Conservatoire National Des Arts et Metiers - CNAM | 2007 - 2012

## Contact

🏠 Beirut  
☎ 00961 71 304481  
✉ alexandra.potapova@isae.edu.lb  
🌐 <http://linkedin.com/in/alexandra-potapova/>

Personality

- ✔ Organized
- ✔ Team Player
- ✔ Punctuality
- ✔ Trustful

Certificate

Jan 2021	<b>FORMS OF BUSINESS STRUCTURE</b> <i>CFI: Corporate Finance Institute</i>
Aug 2020	<b>MATH FUNDAMENTALS FOR CAPITAL MARKETS</b> <i>CFI: Corporate Finance Institute</i>
Jun 2020	<b>EXCEL CRASH COURSE - SPREADSHEET FORMULAS FOR FINANCE</b> <i>CFI: Corporate Finance Institute</i>
May 2020	<b>FUNDAMENTALS OF CREDIT</b> <i>CFI: Corporate Finance Institute</i>