

OLENA SHEVCHENKO

Ph: 087 602 6266 | E: [lena.shevchenkov.com](mailto:lana.shevchenkov.com)

Eligible to work in Ireland full-time

Accounts Assistant | Bookkeeper | Financial Operations

PROFESSIONAL SUMMARY

Accounts professional with over 7 years of experience in accounts payable and receivables, bookkeeping, and supplier relationships. Master's Degree in Economics and Certified Accountant and Bookkeeper, completing ACCA accreditation.

Skilled in processing high volumes of invoices, month-end and year-end processes, issue resolution, and financial reporting in a fast-paced environment. Strong understanding of compliance, audit preparation, and document control. Reliable, detail-oriented, and deadline-driven, with a practical, collaborative mindset and excellent communication skills, both written and verbal.

Highlights:

- **Accounts Payable / Receivable:** Managed the full AP/AR cycle at a middle construction company in Ukraine for 7+ years, processing 150–200 invoices monthly and overseeing transactions exceeding €200K per month.
- **Invoice Processing:** Processed high volumes of invoices (up to 200 per month) with 99% accuracy, ensuring timely approvals and contributing to 100% on-time payment runs.
- **Banking Transaction:** Managed banking transaction, cash inflow/outflow.
- **Cash management:** Handled cash collection and disbursement for salary payments to 50+ administrative staff and workers.
- **Payroll:** Performed full-cycle payroll processing, including accurate salary calculations and deductions, prepared and compiled comprehensive payroll reports.
- **Audit:** Currently supporting the preparation and coordination of audit-related documentation for both financial and training audits at An Cosán, contributing to successful audit outcomes with no major findings.
- **Financial Reporting:** Maintained accurate financial records and generated quarterly and month-end reports, improving reporting efficiency by 20% through Excel-based tracking and automation.
- **Technical Skills:** Proficient in Sage Accounting and QuickBooks, with the ability to quickly adapt to new systems. Advanced Microsoft Excel (Level 6), including Pivot Tables, VLOOKUPS, and data analysis, used to streamline reporting and reconciliation processes.
- **Languages:** Professional proficiency in English; native Ukrainian and fluent Russian speaker.

PROFESSIONAL EXPERIENCE

Administration Assistant (Community Employment Scheme)

Feb 2025 – Present

An Cosán – Dublin, Ireland

- Supported the preparation of documentation for 2 audits annually, ensuring full compliance with financial and training requirements and contributing to successful audit outcomes with no major findings.
- Created and maintained structured audit folders containing 50+ records per audit, ensuring all documentation (checklists, attendance logs, financial records) was audit-ready and easily accessible.
- Managed daily filing and records processes, including sorting, labelling, and archiving 30+ documents monthly, improving document retrieval time by 30%.
- Performed key administrative tasks such as data entry, internal communications, and digital file management, supporting smooth day-to-day operations across the team.

- Maintained full compliance with CE programme standards, ensuring confidentiality, accuracy, and attention to detail, with zero data breaches or compliance issues.

Customer Service & Sales Assistant

Jun 2022 – Dec 2023

Apple Green “Chopstix” & Mr. Price – Dublin, Ireland

- Delivered high-quality customer service in a fast-paced environment, handling 100-150 customers daily and maintaining consistently positive feedback.
- Processed transactions using POS systems with 100% accuracy in cash handling, managing daily sales volumes of €2,000-€4,000 per shift.
- Strengthened interpersonal and communication skills by resolving customer queries efficiently, contributing to a smooth customer experience during peak hours.

Bookkeeper

Nov 2014 – Jan 2022

Kyivoblud Construction Company – Ukraine

Managed the full Accounts Payable cycle for a large construction company, processing 150-200 invoices monthly in a fast-paced environment.

- Reconciled 50+ supplier accounts monthly, identifying and resolving discrepancies promptly to maintain strong vendor relationships.
- Maintained accurate and compliant financial records, supporting annual audits with no major findings over a 7-year period.
- Supported month-end close processes, including journal entries and bank reconciliations, contributing to timely and accurate financial reporting.
- Managed payroll processes for 50+ employees, ensuring accurate and timely salary payments in line with company policies and regulations.

EDUCATION

Certified Accountancy & Payroll Pathway (Level 6)

2025-Present

Ballyfermot College of Further Education – Dublin, Ireland

Master’s Degree in Economics & Teaching

1995–1996

Kyiv National Economic University – Ukraine

Bachelor’s Degree in Economics & Teaching

1991–1995

Kyiv National Economic University – Ukraine

ADDITIONAL TRAINING & QUALIFICATIONS

- Bookkeeping (Manual & Computerised) – QQI Level 5 and Level 6 – Aug/2025
- Payroll (Manual & Computerised) – QQI Level 6 – Nov/2025
- IPASS Certificate in Payroll Techniques (CPT) – Jul/2025
- ACCA Business and Technology (BT/FBT) – Jul/2025 and ACCA Financial Accounting (FA/FFA) – May/2025
- ACCA Management Accounting (MA) – Exam Scheduled: May 2026
- Microsoft Excel Level 6 & Sage Accounting – May/2025

LANGUAGES

- English – Professional working proficiency (equivalent to IELTS 7.5)
- Native Ukrainian and Fluent Russian

REFERENCES

References available upon request.