



CURRICULUM VITAE - TATYANA KOLESNICHENKO

2014 – Present, Financial Controller, Siga Pty Ltd, Brisbane, Australia

- Financial reporting and analysis
- Regular budget consolidation
- Cash flow management
- Improving efficiencies and costs optimization
- Payroll processing
- Assistance with company's HR needs
- Cost and invoice preparation
- Debt management and collection
- Preparing company tax and BAS statements
- Working closely with accountants from countries such as Russia, Canada, South Africa making sure Siga complies with the local legislation
- Ensuring compliance with statutory law and financial regulations
- Working closely with management or executive teams to share reports and analysis findings

2011 – 2014, Management accountant, One Harvest, Brisbane, Australia

Responsibilities included:

- Product costings - ensuring all costs relating to lots are entered accurately and on a timely basis to meet deadlines
- Preparing of weekly Gross Margin Reports as well as other weekly reports
- Production of reports relating to Sales, Costs and Produce
- Production of Seasonal reports on a weekly and seasonal basis
- Maintenance of charge codes used in fresh and attached as auto charges for suppliers
- Preparing Bank Reconciliations
- Assisting at Month End with any tasks required by the Financial Controller
- Assistance in implementation/development of a new ERP software
- Accounts receivable and accounts payable

2009 – 2011, Marketing Specialist, Siga Pty Ltd, Brisbane, Australia

- Design of advertisement and promotional materials: brochures, advertisement in newspaper, assistance with website design
- Work with Russian market sector (market research, finding and contacting with potential clients, research on consumer needs)
- Preparation and organization of Siga's representatives' participation on international exhibitions run in Russia and all necessary advertisement material
- Translation English from into Russian
- Assistance with R&D application and Export Marketing Grant



2005 – 2008, Accountant/Financial Economist, OAO SIM-AUTO, Moscow, Russia

The duty included:

- Entrance of transactions for accounts payable/receivable, inventory
- Work with customers, invoicing them, preparation of contracts, finding special needs and requirements, work with customer compliances
- Various Documents Preparation
- Assistance in implementation of a new software Navision

In March 2008 I was promoted to financial economist and my duties were:

- Financial reporting
- Pay rolling
- Business Planning
- Checking and analysis of financial data

Qualifications and Professional Memberships

- Central Queensland University (November 2009 – July 2011) Master of Professional Accounting
- Russian Academy of Economics G.V. Plekhanov (September 2005 – March 2009) Bachelor in economics, Business Administration and Commerce
- Moscow State College, Russia (September 2002 – June 2005) Degree in Accounting
- Ron Pollak Training ‘Selling 2’ August 2010

Additional Information:

- Russian language