

Ioanna Varouma

Accountant - Dublin, Ireland

W: <http://www.worky.com/ioanna-varouma>

Ioanna Varouma

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Nationality: Greek-French

European driving license (B)

PROFILE

A well organised, hands-on, intelligent, responsible, self-motivated, ambitious, trustworthy and highly efficient professional with transferable multi knowledge skills. Proactive and results oriented. Qualified Accountant. Strength in team leadership and excellent team player, communicating with people at all levels. Well disciplined, strong attention to detail, with proven ability to manage multiple assignments efficiently under extreme pressure while meeting deadlines. Computer literate, thinks and acts enterprising, with innate curiosity and thirst for knowledge, looking to extend areas of expertise while pursuing career progression in a reputable company.

SKILLS PROFILE

Key Skills:

Good verbal and written communication skills, excellent administrative skills. Ability to use various specialist applications, learn quickly and adapt to in-house systems. Ability to concentrate on one task for long periods of time and work independently with minimal supervision. Polite and cheerful when meeting clients, honest and discreet when dealing with company accounts.

Technical Skills:

Windows, Mac, Singular Logic Eurofasma (www.singularlogic.eu), 3Strading LTD (www.3strading.gr), Data Communications (www.datacomm.gr) Proficiency in Microsoft Office package (Excel, Word, Powerpoint, Access, Outlook).

Ioanna Varouma's Professional Experience

2009 - 2013 **Stavrinos - Knitis Gp & Officeart Llp, Accountants - Head of Outsourcing Payroll Services & Manager Assistant Accountant and Tax Consultant**

- Parallel carrying out duties of roles, involving in all financial procedures, providing full customer service, both for firms and individuals, under supervision and guidance of Chiefs Accountants.
- Payroll processing in compliance with accounting, social security, and tax requirements on a daily, weekly, monthly and annual basis, by managing Internet Enabled Payroll System for more than 100 clients. Training staff and companie's management, updating them regarding laws and changes. Preparing budgets and reporting to their management.
- Transacting with the State by phone and face to face. Publication and submission to the competent Services, offering Tax representation.
- Providing an extensive range of accounting Outsourcing Services, customized to address the needs of 400 medium-sized and small companies with respect to outsourcing engagements, statutory accounting regulations, Greek tax legislation, IFRS, and Financial Regulator (FR).
- Performing a full spectrum of accounting services and customer service during tax season for more than 800 obliged. Preparing, auditing and electronically submitting of income statements and details of real estate properties.

Key Skills Customer Service, Auditing, Customer Service, IFRS, internet, Payroll, supervision, Tax

2007 - 2013 **Mirella Clothing - Owner - Sales Services and Operator**

Owner of wholesale and retail of women's, men's and kid's clothing shop.

Key Skills	retail
2009 - 2009	<p>Sixt rent a car - Aramis rent a car - Freelance Assistant Accountant</p> <ul style="list-style-type: none"> -Created and implement external monitoring, management and audit systems for company's cash funds and car fleet: organised financial files, reconciliation of customer and suppliers stocks, computerization in the central accounts department -Performed General Analytical Accounting, preparation of TAX returns, issuing purchase and sales invoices and collections and registry administrators fixed assets. -Processed all transactions with the state (Tax Offices, Insurance Organisations, Prefecture, Chambers e.t.c.) -Customer Services and support: provided assistance when needed to reservations, car sales and car rental section.
Key Skills	car sales, Customer Services, invoices, Reservations, Tax
2002 - 2008	<p>Ellinas Tours SA Travel Agency - Manager of Accounts Department - Assistant Accountant</p> <ul style="list-style-type: none"> -Bookkeeping, accounting, audit, payroll processing, Controlling financial transactions of all departments, reporting to Chief Accountant and Managers. -Data Entry, Fixed assets, VAT statements, balance sheets, year-end tax returns and reports, excursion liquidations, petty cash, internet banking, cash flow planning, issuing invoices, cost control, collections, liaising with the public sector. -Reservations and tickets issuing, conducting guided tours in English and Greek and assist transfers department. -Train and supervise junior staff members, assist Tour Operator representatives, Process documentation for Oad Reizen, Ross Holidays, Ramblers Holidays, Thomas Cook, Airtours Sweden, Eden Viaggi, etc. -Oversaw the conversion of the manual bookkeeping and reservation/transfers systems into a completely computerised system, codified the accounting plan according to company's needs. Maintained systems and kept them up to date.
Key Skills	Accountant, Banking, Cost Control, data, internet, invoices, Payroll, Reports, Reservations, Tax, tour operator, Vat
2000 - 2002	<p>Galinos Laoutaris S.A. Supermarket - Cashier</p> <ul style="list-style-type: none"> -Customer service, Cashier, Managing supplies, organising the warehouse.
Key Skills	Cashier, Customer Service
1998 - 2000	<p>Takou Adamantini, car rentals - Branch Manager (seasonal employment)</p> <ul style="list-style-type: none"> -Customer service, journal entries, car hire timetables, petty cash.
Key Skills	Customer Service
Ioanna Varouma's Education and Qualifications	
2012	Bachelor/Degree - Empirical proficiency, Accounting and Finance Institute of Certified Accountants of Greece (ACCA)
2000	Bachelor/Degree - Bachelor's degree, Accounting Technology/Specialist in Tax Consultancy I.E.K. Samou/ I.E.K. Σάμου
1998	Bachelor/Degree - Major, Applied Arts Ε.Π.Λ ΣΑΜΟΥ/ EPL Samos

1997 **Bachelor/Degree - , Finance and Administration**
Ε.Π.Λ ΣΑΜΟΥ/EPL Samos

Ioanna Varouma's Additional Information

Links

Linkedin Profile - <http://www.linkedin.com/pub/ioanna-varouma/62/731/9b7>

Interests

Music, cinema, travelling, literature, swimming, cooking
