

Ludmila Adamiak

Cash Manager

W: <http://www.worky.com/ludmila-adamiak>

Ludmila Adamiak's Professional Experience

2006 - Present

Opal Transfer Ltd - Cash Manager

- receives and receipts a variety of payments and other cash and cash-related transactions; verifies and posts to appropriate accounts; issues receipts
- prepares daily cash reports and balances the cash drawer; reconciles cash and investigates and resolves any out-of-balance problems,
- assists individuals in the accurate application of their transactions, and when necessary researches records on electronic and other available files to provide information regarding financial status,
- maintains confidentiality of company records as prescribed according to company regulations, the Data and Protection Act and FSA regulations,
- projects currency and coin requirements and reorders as necessary,
- prepares safe register reports of the branch,
- controlling of daily work in the branch

Key Skills data, Reports

2004 - 2006

Bertelsmann - Phone consultant

We did project for Microsoft, programs activation for Russian and Ukrainian Customer

Key Skills Russian

2003 - 2006

Meritum Poland - Translator from Russian and Ukrainian to Polish

Documents translator from Russian and Ukrainian to Polish

Key Skills Russian

Ludmila Adamiak's Education and Qualifications

2012

**Bachelor/Degree - english language,
Barking and Dagenham College**

2002

**Bachelor/Degree - Slavonic Philology, Russian and Ukrainian languages
University of Szczecin**

Ludmila Adamiak's Additional Information

Links

Linkedin Profile - <http://www.linkedin.com/pub/ludmila-adamiak/50/a53/48a>
