



# Anukhina Victoria Evgenievna

Female, 46 years, born on 31 March 1975

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Reside in: Saint Petersburg

Citizenship: Russia, work permit at: Russia

Ready to relocate: Spain, Switzerland, Cyprus, ready for rare business trips

## Desired position and salary

### Project manager/business analyst

**2 500**

EUR

Специализации:

— Analyst

Employment: project work, part time, full time

Work schedule: remote working, flexible schedule, full day, shift schedule

Desired travel time to work: any

## Work experience — 17 years 11 months

February 2021 —  
till now  
1 year 2 months

### Tander Ltd (Magnit)

Russia, [www.magnit-info.ru](http://www.magnit-info.ru)

Retail

- Retail Chain (Food)
- Retail Chain (Clothing, Footwear, Accessories)
- Retail Chain (Drugstore Goods, FMCG)

### Senior business-analyst

Work in the structure of the business intelligence unit

- Project management for implementing changes to corporate systems;
- Organization of effective communication between all business structures to identify goals and requirements for changes in corporate information systems;
- Collection, analysis and discription of general business requirements for system changes;
- Approvals of technical tasks based on business requirements;
- Operating daily routine activities on the requests of business users for system changes in corporate systems;
- Operating acceptance tests of changes made in information systems;
- Participation in the preparation of economic efficiency for system changes;
- Preparation and adjustment of implementation schedules;
- Registration of applications for changes in the tracking system;
- Operating general management of the applications.

Implemeneted projects:

Leading the project on the implementation of system changes on regarding legislative requirements within the framework of the Russian Federal Accounting Standart 25. List of project responsibilities:

- Identification of stages adn deadlines of the project implementation (lifecycle for each system change);
- Colliction and analysis of detailed requirements for mutable or new system entities;
- Coordination of activities of project team and responsible persons (system analysis, programmers, system architects, business users);
- Leading general meetings with teams of performers and internal customers;
- Testing system changes.

As a result of the implementation of the project, an algorithm has been formed for automatically

creating a chain of system objects that ensure correct movements through tax and accounting registers, allowing the corporate accounting system to comply with the legislative requirements of the Russian Federal Accounting Standard 25.

Participation in the project of implementing a system of fast payments at the cash desks of the retail chain.

Responsibilities on the project:

- Compilation of business requirements based on the bank's API for cash software;
- Preparation of business requirements for the mechanisms of reconciliation and exchange of data between the information systems of the bank and the organization;
- Approval of technical tasks for system changes on behalf of business analysis and with business users.

Personal efficiency:

Daily management of the implementation process of about 200 changes related to:

- changing the logic of filling in certain details in system documents
- Automatic formation of payment schedules, accruals, as well as automatic formation of system documents based on the schedules mentioned above;
- Project cost accounting;
- Revision, creation, modification of various reports, tools of digitizing information;
- Changing the content of users' system roles;
- Data exchange between corporate systems.

June 2014 —  
January 2020  
5 years 8 months

## **Absolut Engineering**

[absolut-ing.com/](http://absolut-ing.com/)

Construction, Real Estate, Architecture

- Housing Construction
- Commercial Property Construction (Retail Spaces, Office Buildings)

### **Business-analyst I Chief Accountant**

- Leading the process of formation and debugging of the main operational processes. In the area of responsibility: accounting and personnel functions (15 people);
- Determination of the optimal personnel model, description of the internal and external processes. Organization of system control (St' Petersburg and Sochi);
- Elaboration and implementation of internal control procedures for smooth and high-quality work of departments;
- Accounting and tax accounting in full (OSNO);
- Organization and maintenance of corporate information systems, including:
  - Work with IT specialists to finalize 1C for the needs of the organization (statement of technical specifications, acceptance testing);
  - Determination of the necessary data exchange flows between corporate information systems and tasks assignments to IT specialists for technical implementation;
  - Control of the completeness of accounting transactions, compliance of tax accounting with the requirements of the legislation of the Russian Federation, as well as control of the timelines and completeness of submitted tax reports.

Main personal results:

- Set up the entire accounting system in the organization;
- Described, optimized and modeled the main business processes of the organization (diagrams, descriptions, job descriptions);
- Implemented an initiative to introduce automated solutions for direct loading of nomenclature from design solution, completely eliminating manual data entry;
- Automated the mechanics of making payments at the expense of building a connection between the payment system and the primary documents;
- Author of the initiative to introduce a system for the automatic execution of reconciliation acts with contractors;

- Implemented a phase of operational control for a number of problematic operations;
- Developed an optimal personnel model. I have introduced individual motivational training into regular practice individual motivational support of the team;
- Achieved zero staff turnover rate;
- Provided high-quality support for the core business area (one of the key projects is the construction of the cable car and accompanying infrastructure in Sochi).

September 2009  
— May 2014  
4 years 9 months

## Travel agency

Public Services

- Travel Companies

### Managing Director

- Leading a project startup. The main profile is a travel agency specializing in Cyprus;
- Comprehensive analysis of the capacity, opportunities, and requests of the industry market, environment in order to determine the priority business direction;
- Development and implementation of the overall strategy;
- Multi-time planning;
- Determination of financial and other indicators. Accounting and legal support;
- Development, polishing and further general business management.

Efficiency:

- Brought the business to operational zero and positive dynamics in the planned period;
- Provided further business development.

March 2003 —  
June 2009  
6 years 4 months

## Ford Motor Company Ltd

Automotive Business

- Maintenance, Repairs of Automobiles
- Cars, Trucks, Motor Transport, Buses, Trolleybuses (Manufacturing)
- Auto Parts and Components (Manufacturing)
- Car Retail (Dealer Center)
- Cars, Trucks, Motor Transport, Buses, Trolleybuses (Promotion, Wholesale)

### Head of the revenue and inventory accounting department

Career realization from the position of the accountant.

- General operational management of the department. HR management (7 people);
- Modelling and reengineering of business processes;
- Collecting requirements and writing technical specifications for the completion of the systems for IT (in Russian and in English). Further execution control;
- Testing and error correction in implemented solutions (SAP, 1C). Analysis and description of business processes;
- Consultation and training of users.

Efficiency:

- Built a successful career in the company
- Participation in the revision of the SAP 1C regulatory curriculum;
- Accompanied the implementation of various projects and initiatives aimed at optimizing | automating existing operational processes;
- Created and updated a block of manuals on existing and implemented mechanisms in the system (Russian and English)

## Education

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### Higher

2003

## National Research University "Higher School of Economics", Moscow

Accounting and auditing, auditor

1997

## Saint-Petersburg State University of Economics and Finance, Saint-Petersburg

Economics , World Economy

### Professional development, courses

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2022

#### Udemy

Data analyst

2022

#### www.https://learndigital.withgoogle.com,

Basics of internet marketing

2021

#### National Reserch University "Higher School of Economics"

Python for data extraction and processing

2021

#### Tilda.School

Tilda Start - creation and design websites

2020

#### National Reserch University "Higher School of Economics"

Analysis and modeling of business processes

2020

#### National Reserch University "Higher School of Economics"

Corporate information systems

### Tests, examinations

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2021

#### TildaSchool

TildaSchool, Web design

### Electronic certificates

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2021

Tilda Start

### Key skills

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Languages

Russian — Native

English — C2 — Proficiency

Skills

Работоспособность

Бухгалтерская отчетность

Кассовые операции

Налоговая отчетность

Первичная документация

Расчет заработной платы

Годовой баланс

Расчет затрат

Первичная бухгалтерская документация

Бухгалтерский учет

1С: Предприятие 8

ТМЦ

Банк-клиент

Кассовые документы

Авансовые отчеты

Управление персоналом

Расчет налогов

Управленческая отчетность

Финансовая отчетность

Кадровое делопроизводство

Консультант плюс

IDEFO

ER-диаграмм

Анализ ФХД

Бизнес-анализ

### Driving experience

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Own car

Driver's license category B

## Further information

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### About me

- Formed business expertise;
- Successful experience of career realization and formation in cooperation with Russian and international companies;
- Experience in analyzing/optimizing existing business processes and creating new ones;
- Experience in writing technical tasks for IT services (in russian and in english);
- Confident in the basic mechanics and notations of describing business processes;
- knowledge of IDEF0 and ER diagrams;
- Currently learning big data analysis and Google Analytics;
- Excellent English. Practice of regular oral and written communications with foreign partners.