

Zoya K

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Summary

More than 2.5 years of progressive financial and accounting experience.
MBA degree from Kansas State University, College of Business.
Proficient with MS Office, HTML, databases.
Fellow of Russian-US Young Leaders Exchange Program

Education

Kansas State University. KS, USA

(08/2002 – 05/2004)

M.B.A., College of Business Administration. Concentration: Finance. GPA 3.75

Relevant Coursework:

Corporate Finance

Managerial Accounting

Financial Market Theory (Investments)

Business Strategy

Securities Portfolio Analysis

Operations Management

Accounting Concepts and Analysis

Behavioral Management

Bryansk State Technical University. Russia

(09/1995 – 05/2000)

Management and Economics Graduate Degree. Concentration: Corporate Finance. Diploma with an excellent grade.

Experience

Tax Planning Specialist

(05/2001 – 08/2002)

Desnol Inc. International Trading Holding Company. Annual Revenue \$2.8 mln. Bryansk division, Russia.
Responsibilities: Tax budgeting and scheduling; profitability analysis; transfer pricing; maintaining goods and financial transactions within the holding company, providing documentary support; control of the accounting system. Accomplishment: \$200,000 annual tax saving program.

Financial Manager

(10/2000 – 05/2001)

Desnol Inc. Bryansk division, Russia.
Responsibilities: Managing financial transactions; consolidating divisional cash flow information; managing bank loans, securities portfolio, and insurance. Established \$1,500,000 credit lines.

Economist, Department of Analysis and Control

(02/2000 – 10/2000)

Termotron Inc. Manufacturer of Rail-Road Equipment. Bryansk, Russia. Annual Revenue \$3.5 mln.
Responsibilities: Productivity and profitability analysis; market efficiency monitoring; production scheduling. Developed database for monitoring and control of the equipment flow for the warehouses. Accomplishment: Business plan of the guarantee service department.

Summer Internship. Administrator and Accountant Assistant

(Summer 2003)

Pottroff Accountancy Corporation, Manhattan, KS
Responsibilities: Maintaining client database; QuickBooks Pro data entry; administrative tasks.

Qualifications and Skills

Financial Expertise: Capital budgeting; asset valuation; technical analysis; strategic business valuation.
Office software: Microsoft (Word, Excel, Access, Power Points), UNIX, FoxPro Databases, HTML, CSS.
Accounting software: Great Plains Dynamics, QuickBooks Pro.
Languages: English (fluent), Russian (native), French (basic level).
Personal characteristics: Excellent quantitative, analytical, problem solving, communicative skills; responsibility, high self-motivation.

Social Activities

2002-2003: Fellow of Russian-US Young Leaders Exchange Program, administered by IREX, Washington DC. Project on studying the problems of small business in the US, and small business consulting services.
2002-Present Time: Executive Officer of the Russian and CIS Students Association, KSU.
2002-2003: Volunteer for the Small Business Development Center, KSU.

Visa sponsorship or compensation for relocation is not required.