

# Nadia Mykhalchuk

## Chief Accountant

Experienced Chief Accountant with 20 years of professional experience in financial management, accounting operations, tax reporting, budgeting, and regulatory compliance. Skilled in financial analysis, team leadership, and optimization of accounting processes. Detail-oriented and reliable professional with strong knowledge of accounting standards and financial controls.

## Contact

### Phone

+380505637567

### Email

mnslkpf@gmail.com

## Education

1991-1996

### Master's Degree in Mathematics

Lesya Ukrainka Volyn National University

2010-2012

### Master's Degree in Accounting and Auditing

Lesya Ukrainka Volyn National University

## Skills

- Financial Reporting
- Tax Accounting
- Budget Management
- Payroll Management
- Financial Analysis
- Regulatory Compliance
- Microsoft Excel
- 1C Accounting Software
- ERP Systems
- Team Leadership

## Language

- Ukrainian – Native
- Russian – Native
- English – Intermediate (B1)

## Experience

### 2010 - 2025

Lutsk Cardboard and Paper Factory

#### Chief Accountant

Accountable for the full scope of financial accounting and reporting activities within the organisation, ensuring compliance with applicable accounting standards, tax legislation, and internal control policies. Responsible for the preparation of statutory financial statements, tax declarations, and management reports, as well as the accuracy and integrity of all accounting records.

Oversaw core financial operations including general ledger management, payroll, accounts payable and receivable, budgeting, and cash flow control. Provided financial analysis and reporting to support management decision-making and long-term planning.

Coordinated external audits and acted as a key contact for auditors and regulatory authorities. Maintained and improved internal control systems to ensure financial discipline, risk mitigation, and reporting reliability.

Led and supervised accounting staff, ensuring effective workflow organisation, professional development, and adherence to established financial procedures. Continuously contributed to the optimisation of accounting processes and reporting efficiency.

### 2005 - 2010

Lutsk House-Building Plant (LDBK)

#### Chief Accountant

Managed full-cycle accounting and financial reporting for a construction and manufacturing enterprise. Responsible for cost accounting of production and building projects, preparation of financial statements, tax reporting, and compliance with accounting regulations.

Controlled budgeting, payroll, and settlements with suppliers and contractors.

Ensured accurate cost tracking and financial control across production and construction activities.

Coordinated audits and maintained internal financial controls. Provided management with financial reports and analysis to support operational decision-making.

### 2000 - 2005

Foxtrot Retail Chain (consumer electronics stores)

#### Chief Accountant

Oversaw accounting operations for a nationwide retail network, ensuring accurate financial recordkeeping across multiple store locations. Responsible for statutory reporting, tax compliance, and preparation of management financial statements.

Supervised daily financial processes including settlements with suppliers, payroll administration, and control of retail cash flows. Ensured proper reconciliation of transactions from point-of-sale systems with accounting records.

Monitored financial discipline across the retail structure and supported budgeting and cost control initiatives. Worked closely with operational management to improve reporting accuracy and financial transparency.

Acted as key contact for audits and regulatory inspections, maintaining compliance and strengthening internal financial procedures.