SOFIA POPESCU

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SUMMARY OF QUALIFICATIONS

- Accountant who likes tidy ledgers and month-ends that close on time.
- Experience across 3 employers, most recently as Accountant at Ledgerline Partners.
- Clear with non-finance colleagues.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

TU Berlin — **Berlin**

BSc Accounting and Finance — *2021*

PROFESSIONAL EXPERIENCE

Ledgerline Partners — **Amsterdam**

Accountant — *May 2025 – Present*

- Prepared schedules and answered auditor queries at year end.
- Prepared VAT returns and management accounts packs.
- Automated a manual reconciliation in Excel and saved two days a month.
- Processed supplier invoices and payment runs for 55 suppliers.

Cedar Accounting — **Amsterdam**

Assistant Accountant — *Sept 2023 – Feb 2025*

- Cleaned up the fixed asset register ahead of audit.
- Reconciled bank accounts and intercompany balances every month.
- Prepared month-end reconciliations and supported the year-end audit.
- Supported budget holders during the annual budgeting round.

Ledgerline Partners — **Amsterdam**

Accounts Assistant — *Mar 2022 – Jun 2023*

- Prepared payroll journals and checked them against reports.
- Built a cash-flow forecast the directors reviewed weekly.
- Answered budget-holder questions on spending and accruals.

INITIATIVES

Month-end checklist

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

Expense policy refresh

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

RESEARCH & PUBLICATIONS

Notes on workplace surveys — **2022**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

General: Xero, Sage, Excel
Languages: English (Fluent), German (B2)

CERTIFICATIONS

- AAT Level 3
- ACCA (part qualified)

EXTRA-CURRICULAR ACTIVITIES

- Organiser of a monthly running club with around 30 members.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Elena Kowalski
HR Director, Cedar Accounting
Contact: elena@example.com