

Yuliia Berkut
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Key Skills & Traits

- Strong analytical and numerical skills with a keen eye for detail
- Proficient in preparing financial reports, managing inventory records, and maintaining accurate documentation
- Skilled in multitasking and prioritizing in fast-paced environments
- Reliable, organized, and able to meet strict deadlines under pressure
- Clear communicator with a friendly, professional attitude

Employment History

Accounting/Bookkeeping Assistant (Remote, Canada)

Accounting & Billing Assistant - Legacy Plumbing (Sep 2025 – Present)

Performed invoicing, payment posting, and A/R management in QuickBooks Online. Prepared job estimates, cost summaries, and professional customer invoices. Maintained accurate financial documentation and supported reconciliation tasks. Coordinated communication between clients, technicians, and suppliers.

Freelance Accounting Support (Remote, Canada)

Accounting & Admin Support - Canadian Market (Nov 2023 – Aug 2025)

Provided remote freelance accounting and administrative support to small businesses in the Canadian market. Assisted with bookkeeping tasks including data entry, bank reconciliations, and expense tracking. Prepared monthly financial summaries and basic reports using Excel and cloud-based accounting tools. Ensured compliance with documentation and audit requirements. Communicated regularly with clients to support invoicing, budgeting, and transaction tracking

Yves Rocher

Accounting Assistant / Inventory Control (Sumy, Ukraine) - Jul 2021 - Feb 2022

Initially hired as a Retail Consultant, I transitioned into an accounting support role where I applied my skills in financial tracking and reporting. Managed and reconciled daily sales and inventory records. Created and submitted monthly inventory revision reports to the main office. Assisted in preparing sales summaries and identifying trends to support decision-making. Maintained accurate documentation and ensured all records aligned with physical stock. Contributed to a 10% sales increase through detailed product and financial analysis

Education

- George Brown College: Diploma, Business Accounting, Jan 2024- Dec 2025
- Sumy State University: Master's degree, Accounting and Taxation, Sep 2020 - Dec 2021
- Sumy State University: Bachelor's degree, Accounting and Taxation, Sep 2016 - Jun 2020