europass



Rakosi Hajnalka

Date of birth: 15/07/1981 | **Nationality:** Romanian | **Phone number:** (+40) 740959915 (Mobile) | **Email address:** rakosinemoriczhajnalka@gmail.com |

Address: Sacueni Bihor, Romania (Home)

WORK EXPERIENCE

PAROHIA REFORMATA SACUENI – SACUENI , ROMANIA

ACCOUNTANT – 30/11/2011 – 31/01/2021

I am responsible for daily accounting and monthly balance sheet, annual reports. Handle and controlling income and expenditure, prepares payment and transactions.
Keep up to date the financial situation of the organization (cash flow controlling).
Managing daily operational and administrative responsibilities.

AS. CARITAS CATOLICA ORADEA – ORADEA BIHOR, ROMANIA

ACCOUNTANT – 31/07/2002 – 30/04/2007

Maintains accounting controls. I was responsible for payroll. Prepare daily, monthly reports for organization who support our activities from Germany. Preparing accounts and tax returns. I kept in touch with several foreign organizations (from Holland, Germany and Austria)

UAT ORAS SACUENI – SACUENI BIHOR, ROMANIA

AUDIT PUBLIC INTERN – 01/02/2021

EDUCATION AND TRAINING

14/09/1996 – 14/06/2000 Zalau, Romania

STATISTICIAN ACCOUNTANT High school

Website Apizal.ro

30/09/2000 – 31/07/2005 Cluj Napoca, Romania

ACCOUNTING AND BUSINESS ADMINISTRATION University of Babes Bolyai

Website ubbcluj.ro

LANGUAGE SKILLS

Mother tongue(s): **HUNGARIAN** | **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B1	B2	B2
GERMAN	A2	A2	A1	A2	A1
DUTCH	A2	A2	A1	A2	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Office | Social Media | Google Docs

DRIVING LICENCE

Driving Licence: B