

Kalina Sabeva



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WORK EXPERIENCE

06.2020 – TO DATE

SHIPPOSSIBLE

- Daily bookkeeping and accounting
- Analysis of financial transactions
- Preparing of Debit and Credit Notes and Invoices
- Administration and back office

01.2018-present

Office manager

Visitship Ltd

- Daily accounting and bookkeeping;
- Purchasing activities and follow-up of payments due.
- Contact with State Authorities regarding initial registration as Crew Management Company and company registered to process personal data;
- Performance evaluation reporting
- Technical activities related to project organization;
- Preparation of marketing strategy for participation at different exhibitions.
- Administrative activities;

[Business or sector](#) Shiprepair

08.2014-till now

Technical assistant and accountant

Marine Services and Shipping Ltd- UK owned company

- Daily accounting and bookkeeping;
- Preparation of different reports and forms for the Management reporting;
- Organization from the beginning of the project accounting process for purposes of internal reporting;
- Purchasing activities and follow-up of payments due.
- Alignment of UK and BG approaches and accounting policies.
- Contact with State Authorities regarding initial registration as Crew Management Company and company registered to process personal data;
- Technical activities related to project organization;
- Preparation of marketing strategy for participation at different exhibitions.
- Sales of Daihatsu Diesel Parts-RFQs, Quotations, POs, Delivery, Payments, preparation of set-off protocols with Daihatsu Diesel UK.
- Administrative activities;

[Business or sector](#) Shiprepair

01.2003-07.2014

Accountant

DNV GL (ex Germanischer Lloyd Bulgaria Ltd.)

- Work with different accounting and reporting tools and programs, SAP and ORACLE based. Active participation at preparation of company accounting policy in line with Corporate policy. Participation at regular corporate meetings for accounting policy and budgeting
- Daily accounting and bookkeeping;
- Contact with different State Authorities;
- Preparation of different reports and forms for the Management reporting;
- Participating at monthly consolidation process;
- Preparation of budget proposals and planning.
- Assisting the Chief Accountant in preparation of monthly and annual reports;
- Assisting Chief accountant in Financial audits;
- Administrative activities;
- Preparation and participation at different internal technical audits, internal business audits and external audits from diverse parties, i.e. Port State Authorities, IACS, etc;
- Preparation of ISO 9001:2008 Audits in capacity of Lead Auditor and ISO 27001:2013 Audits in capacity of Auditor Trainee.

[Business or sector](#) Classification Society

01.1996-07.2009 **Interpreter, translator from and to English and German language**

- Working as freelancer for performing of many interpreting and translating service, such as Interpreter of Varna Philharmonic Orchestra, National Choir Festival, etc.

01.2002-07.2002 **Accountant**

Kadans Ltd.

[Business or sector](#) Trade with oil and oil products

10.2001-12.2001 **Accountant**

Universalni Administrativni Uslugi Ltd.

[Business or sector](#) Company, providing accounting services

EDUCATION AND TRAINING

11.2012 **ISO 27001:2005 Lead Auditor course**

Intertec Academy

09-2008-03.2009 **Cisco Networking Academy CCNA Networking course**

Technical University-Varna, Bulgaria

07.2007 **ISO 9001:2000 Lead Auditor Course**

Bureau Veritas, Varna, Bulgaria

09.2001-04.2005 **International Finance-Master Program (semesters completed)**

Varna Free University, Bulgarian Academy of Science, University of Economics-Varna

09-1997-06.2001 **Accounting and Audit - Bachelor**

University of Economics, Varna, Bulgaria

- Accounting and Audit
- Additional classes in International Banking, International Relations Theory, Theory and Practice of International Negotiations
- 2nd place of Olympiad in Information Technology of University of Economics

09.1992-05.1997 **Mathematics Highschool, Varna, Bulgaria**

Proficiency in Mathematics, English, Information technologies

PERSONAL SKILLS

Languages English, Russian, German, Bulgarian

ACHIEVEMENTS

- Participation at different accounting and accounting related seminars in the field of Social security, Double Tax Exemption, Internal Trainings etc.

- Active participation at the preparation of the technical and financial evaluation of Navigation Maritime Bulgare in 2004 and 2008
- Performance of first for DNV GL ISO 27001:2005 audit in Bulgaria
- Active participation at the merger process and transition period after the merger of DNV and GL-legal and financial.
- Participation at the implementation of different internal programs for financial consolidation and deferred tax purposes.