

RACHELA-OANDA DUMITRU

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Profile:

Detailed-oriented Assistant Accountant with more than three years of experience in the finance department. Proven experience in payroll, accounts payable, petty cash, and bank reconciliation. Continuously demonstrated ability to improve business operations and productivity in a short period. Great attention to detail in every aspect of work. Currently studying at University College Birmingham, with a can-do attitude to learn and improve new and existing skills.

Key Skills:

- Smart Accounting, Eclipse, and Sage 50
- Equals, Centtrip, Coutts
- DocuSign, Adobe Pro, and Smart PO
- Microsoft Excel, Pivot Table
- English, Romanian and Italian (native/fluent)
- Movie Magic Budgeting
- Bookkeeping
- Attention to details

Experience

Position: 1st Assistant Post-Production Accountant (April 2024 - Present)

Post-Production titles: Mr Loverman, and Christmas Karma

Post-Production Accountant: Nuala Messina

Studio: Neasden Studio

- Payroll management for two post-productions, including journals and posting in two accounting systems.
- Process, review and post invoices/PO following the budget for the correct cost allocation.
- Weekly bank reconciliation, petty cash, and suppliers resolve discrepancies and update the trial balance to match the cost report and budget.
- Responsible for replying to all staff, suppliers, and auditor's queries.
- Updating and reviewing all Excel spreadsheets for Post-production Accountant.

Position: 1st Assistant Accountant/ Payroll Accountant (September 2023 – April 2024)

Production title: Mr Loverman

Production Accountant: Nuala Messina

Studio: Neasden Studio

- Led payroll and financial operations for fast-paced UK television production.
- Managed payroll for the entire production, ensuring weekly pay for 15 artists and 120 crew adhering to Pact Bectu Agreement and Regulations for crew, dailies, loan-out, and Schedule D.
- Supervised a team of two, reviewing the accuracy of invoices, journals, and expense entries before posting in accounting software (Smart Accounting).
- Managed all financial reconciliations (bank, petty cash, card), minimising discrepancies according to the production's budget integrity.
- Supervised Accounts Payable team members to ensure timely and accurate invoice processing, keeping a balanced cash flow throughout the shooting period.
- Supported Production Accountant on labour budget tracking and updates every week using Movie Magic Budgeting.

Position: Assistant Accountant/ Accounts Payable (February 2023 - May 2023)

Production title: Hullraisers Series 2

Production Accountant: Nuala Messina

Studio: Prime Studio

- Responsible for the total function of accounts payable for popular UK television Series.
- Managed to process an average of 150 invoices/POs weekly on Smart Accounting, fostering positive vendor relationships with 30 suppliers.
- Safeguarded financial accuracy through meticulous petty cash and card reconciliations.
- Supported Payroll Accountant in collecting accurate timesheets and invoices, journal preparation, and ensuring timely compensation.
- Proactively monitored Supporting Artists' budget and flagged potential overages to ensure cost control.
- Streamlined audit readiness by preparing journals and organising supporting documentation requests.

Position: Cashier - Assistant Accountant (January 2022 – February 2023)

Production title: Silo Series 1

Financial Controller: Spencer Pawson

Production Accountant: Nuala Messina

Studio: Hoddesdon Studios

- Ensured financial accuracy by leading petty cash and purchase card operations, including weekly setup, reconciliation, and processing of more than 100 expense envelopes.
- Optimised expense management by efficient coding, matching, and posting purchase card payments in the software system.
- Supported payroll operations in post-production, ensuring timely compensation of UK crew and dailies and preparing payroll journals.
- Demonstrated adaptability by providing versatile support across accounting functions, including accounts payable, digital filing, and ad hoc tasks.

Employer: Coozo Creative Solution Limited (Agency work)

Position: Support Office Administrator (January 2020 – March 2020)

- Optimised e-commerce operations by creating and updating Amazon listings, ensuring product information accuracy, and boosting online visibility.
- Maintained product integrity through quality control, cross-referencing invoices with physical items, and identifying discrepancies.
- Enhanced inventory management by utilising Excel for detailed tracking of damaged and returned items, ensuring accurate categorisation and reporting.

Position: Accounts Assistant/Cashier (October 2019 – December 2019)

Production title: Small Axe Mini-Series

Production Accountant: Spencer Pawson

Studio: Goldthorn Avenue, Wolverhampton, and around London

- Responsible for the total function of Petty Cash for UK television production.
- Ensured financial accuracy by carefully managing petty cash and purchase card transactions, including setting up, reconciling, and processing an average of 75 expense envelopes weekly.
- Maintained cash flow control by reconciling petty cash payments and safeguarding physical cash reserves.
- Optimised financial record-keeping by accurate coding, matching, capturing transactions, and organising paperwork for efficient retrieval.

Earlier Career:

- 09/2017 to 10/2019: Blue Mountain Trading Ltd, Birmingham, UK – Warehouse Operative and Bookkeeper
- 11/2007 to 05/2017: MIROGLIO FASHION SRL, Viareggio, Italy - Sales Assistant Retail

Education & Qualifications:

- University College Birmingham – BSc (Hons) Finance and Accounting (2023 – expected graduate 2026)
- Computerised Account (SAGE 50) – Level 2 – City and Guilds (2019)
- Bookkeeping and Accounting – Level 1 – City and Guilds (2019)
- GCSE Mathematics (grade 6) – AQA (2018)
- English Functional Skills – Level 1 – Edexcel (2018)
- ECDL gained in 2007 at the University of Pisa, Italy
- GALILEO CHINI, Lido di Camaiore, Italy – International Baccalaureate in Social-Science (2007)

Driving Licence: Full UK