



UGNE GRINIUTE

FINAL YEAR UNIVERSITY STUDENT

CONTACT

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SKILLS

- Attention to detail
- Collaboration
- Ability to work under pressure
- Fast learner

EDUCATION

BSc. International Business Management

Coventry University

2020-2024

I am pursuing a degree in International Business Management to gain a comprehensive understanding of global business challenges, refine critical thinking skills, and become adept at adapting to constantly changing markets.

LANGUAGES

- English
- Lithuanian
- Russian

HOBBIES

Photography, jogging and travelling.

PROFILE

An experienced final-year International Business Management student, with a strong background in delivering accurate reports and providing high-quality service. I am seeking positions that would allow me to leverage my professional expertise, as well as acquire new skills and knowledge in order to become a valuable and dependable member of any team.

EMPLOYMENT HISTORY

Fund Accountant, The Citco Fund Services

June 2022 - November 2023

My key responsibilities consisted of performing accounting duties within the real assets department, while adhering to established IRS and Lux/Belgium GAAP accounting standards.

- Monitored and reported on fund performance against benchmarks, identifying opportunities for improvement.
- Assisted in the preparation of financial statements, budgets, and forecasts.
- Generated weekly, monthly, and annual financial reports for management.
- Performed reconciliations between general ledger, bank accounts, and credit card accounts to ensure accuracy of financial information.
- Developed and maintained an accurate and up-to-date accounting system that tracked expenses, revenues, and profits.
- Processed financial transactions and maintained accurate records, resulting in the successful completion of the company's annual audit.
- Provided guidance and training to junior staff on accounting procedures and best practices.
- Assisted with the annual audit by providing supporting documentation.
- Reconciled vendor statements to ensure all invoices were paid and accounted for.

Barista, Aspetto at Coventry University

May 2021 - June 2022

As a Barista I was preparing a variety of coffee beverages, including lattes, cappuccinos, and espresso shots. I have developed excellent customer service skills, with the ability to communicate effectively and politely with customers, resulting in positive feedback and repeat business.

- Developed a strong knowledge of the coffee menu and was able to recommend and suggest options to customers.
- Maintained inventory levels of coffee beans, milk, and other supplies, and placed orders as necessary.
- Managed cash and credit card transactions, ensuring accurate record-keeping and reconciliation at the end of each shift.

EXTRA-CURRICULAR ACTIVITIES

Volunteer at an animal shelter, Tautmiles globa

June 2022 - August 2023

As a Volunteer Animal Shelter Worker, I made sure the animals were happy, clean, and well-fed by cleaning cages, scrubbing cat boxes, and walking dogs. It was a very rewarding and fulfilling experience to be a part of such an important cause.