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Assets

- Highly developed analytic, time management and priority setting skills.
- Excellent PowerPoint and MSOffice skills, experience with ERP systems, some PHP.
- Fluent conversation in English & Russian; some German.
- Ability to learn and acquire new skills necessary for the challenging tasks.
- Extensive business experience in Russian environment.
- Multiple business and personal visits to the U.S., the U.K., France, The Netherlands, Finland, Sweden, Slovakia and Germany.
- Broadminded and dedicated to diplomatically handling sensitive issues.
- Experience in assistance to superiors, including translations, planning, travel arrangements, administrative tasks, confidential errands.
- Successfully passed the United Nations Administrative Support Assessment Test in New York City in October 2011.

Experience

Since April 2012: CFO for Limpek LLC (former Limpek JSC)

The owners of the company have inserted me into this position in order to control the cash flows and ensure that their orders are duly carried out. For these purposes I have created the internal accounting system for the new project from scratch, incorporating the bonus systems for the sales and production departments. Implemented the evaluation system for the new deals. Prepared and presented business development plans and government partnership projects. Organized paperwork for the main company and subsidiaries (over 500 clients, new and recurring orders). Systematized the business processes in the logistics department (several deliveries per day). After the management change in January 2013 adopted all the systems to the new requirements and implemented a brand new ERP system within 2 months. Prepare and present weekly, monthly and yearly reports for the CEO and the board of investors. Oversee HR paperwork, hire new personnel. Still secure time to run all sorts of errands for the company's owners (tickets, routes, confidential matters). Has organized the move to the new convenient office, saving over 15% rental costs monthly.

2005-2011: Associate professor for the St.Petersburg State University

As a promising post-graduate student, I have been invited to work for my Alma Mater. I gave Power-Point-based lectures and seminars in Economics, Macro, Advanced Macro, municipal economy, Economics and policies of the Public Sector. My personal favorites were the simulation Presidential games, which my students also enjoyed. As a member of the chair, I also supervised the degree works of the Russian and foreign (Chinese, Georgian) students, published academic essays and a small textbook. Following a faculty development program, I have refreshed my rusty programming skills, and finally established a personal website with lecture give-outs, score tables, announcements and video files. As a youngest member of the chair with the excellent command of English and Power Point, I often provided assistance to superiors, including Power Point presentations, translations, travel arrangements and administrative tasks. My being adept at engaging the audience in the subject matter was noticed by superiors, resulting in my consequent promotion to Junior Lecturer, Senior Lecturer and Associate Professor positions. In 2010 was awarded 2nd prize in Open PowerPoint competition held by the faculty; on the basis of my earlier works was selected to produce the advertisements for the University's Bachelor and Master programs.

2001-2004: Purchasing agent for Conflex JSC / Ned Oxo Ltd

During the years 2001 and 2002 while completing my final year of study at the University initially did part-time work at Conflex Joint-Stock Company, doing administrative assistance, explaining to the Russian and non-Russian engineers with my good command of Russian, English and some German the intricate functioning of the company's printing equipment. This work was later expanded to a full-time job, in which I also handled procurement of materials from European suppliers. Later at Ned Oxo Ltd performed essentially the same procurement functions as at Conflex JSC, also involving visits to loading sites in Europe.

In 2000-2001: Intern at the ICB Bank

On the basis of my high educational credentials (my GPA was 4,83) was selected by the ICB bank in St.Petersburg to participate in a program wherein the bank, in compensation for my part-time work there in processing credit applications, provided me with scholarship funds to continue my education.

In 1999: Inspector/clerk for the Coca-Cola St.Petersburg Bottling Plant

Between the 3rd and 4th year of my studies at the University: clerk for Coca-Cola Bottlers in St.Petersburg, ensuring clients' compliance with the company's requirements, also negotiating renewal of distribution agreements. Planned routes for the team of two (myself and a driver) in order to achieve maximum daily coverage. Implemented the routine of providing my superiors with written reports. Coca-Cola awarded me a 40% cash bonus for my exceptional work.

In 1993-2000: A private teacher of English and occasionally German

When time permitted, prepared the students for the language exams (long-term commitments of 2-3 lessons per week during the school year). Had letters of recommendation from my students' parents.