



KINGA KLIŚ

ACCOUNTANT



CONTACT

PHONE

798-494-103

E-MAIL

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WEBSITE

kingaklis.pl

LOCATION

Bielsko-Biała

DATE OF BIRTH

31.03.1997

SKILLS

Accounting

- Full accounting
- Revenue and expense ledger, lump-sum tax
- VAT, JPK_V7
- CIT, PIT, ZUS
- Payroll
- Balance sheet, P&L
- GUS statistical reports
- FA and depreciation

Software

- Symfonia
- InsERT (Rewizor, Rachmistrz)
- Płatnik
- e-Deklaracje
- MS Excel (formulas, tables)
- MS Word

Personal qualities

- Accuracy
- Timeliness
- Responsibility
- Discretion
- Professional manner

Other

- Driving licence, category B

LANGUAGES

- English — B1

INTERESTS

Cycling trips, roller skating, books by Paulina Świsł.

PROFESSIONAL SUMMARY

Accountant with 9 years of experience, including full accounting, KPiR and tax records for sole traders and Ltd. companies. Master's degree in Finance and Accounting from the University of Economics in Katowice, specialization: Controlling. I independently prepare VAT, CIT, PIT and ZUS filings, payroll, P&L, balance sheets and GUS reports. Accurate, timely and detail-oriented.

PROFESSIONAL EXPERIENCE

Accountant

09.2021 – present

4Profit Sp. z o.o.

- Full accounting / GL for Ltd. companies, plus KPiR and lump-sum tax records for sole traders.
- Preparing VAT filings (JPK_V7M/K), CIT-8 and PIT forms: PIT-4R, PIT-8AR, PIT-11, PIT-37, PIT-36, PIT-28, PIT-38.
- ZUS settlements (DRA, RCA, RZA, ZUA/ZWUA), e-ZLA handling, payrolls and civil-law contracts.
- Environmental fee reports for the marshal's office (emissions, waste, use of the environment).
- Preparing balance sheets, P&L, annual tax returns and GUS statistical reports.
- FA and depreciation records, settlements, balance checks and VAT white list checks.
- Ongoing contact with office clients, tax offices, ZUS and other institutions.

Junior accountant

08.2021 – 09.2021

Biuro Rachunkowe PERFECT Katarzyna Rupniewska

- Maintaining KPiR records and preparing payroll.
- Ongoing service and contact with accounting office clients.

Economic clerk

12.2017 – 08.2021

Biuro Rachunkowo-Podatkowe „Plus-minus”

- Maintaining KPiR records for office clients.
- Preparing payroll, ZUS filings and employee tax settlements (PIT-11, PIT-4).
- Preparing reports for GUS.
- Direct service for office clients and advice on day-to-day accounting matters.

EDUCATION

Master's degree — Finance and Accounting

10.2020 – 07.2022

University of Economics in Katowice · Specialization: Controlling

Bachelor's degree — Finance and Accounting

10.2017 – 07.2020

University of Economics in Katowice · Specialization: Accounting and Financial Audit

Economics Technician

09.2013 – 05.2017

Economics and Gastronomy School Complex in Żywiec

COURSES AND CERTIFICATES

Level II certification — Accounting Specialist (independent accountant)

Profession code: 241103 · 184 hours