

**VADYM ZHUK**  
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### **Background Information and Objective**

My wife, 2½-year-old daughter and I are Ukrainian refugees who are immensely grateful to have been authorized by the U.S. government to live and work here under the Ukrainian Humanitarian Parole program. We are privileged to be able to live with our sponsors under that program in their home in Baldwin, Long Island.

My main goal is to get on my feet and take full advantage of the incredible opportunity this country has afforded me. I am willing to do work of any kind to support my family and ensure that we don't become a financial drain on U.S. taxpayers or impose on the tremendous goodwill Americans have shown my family and me.

Ideally, I would like to find a job that takes advantage of my skill set and educational background. I established and grew my own successful retail business, a hardware store, developing a range of skills. I also have a Master of Science degree in Accounting and Auditing, so could help an organization with bookkeeping/accounting.

### **Professional Experience**

Founder and sole proprietor of Zhuk Hardware Store, a successful household goods business - June 2013-February 2023 in Knyazhichi, Kyivska, Ukraine.

Among other things, the business sold kitchenware, garden tools and equipment, stationery, children's toys, hand and power tools, various electronic and gasoline tools, paints and painting supplies, and household appliances. With personal initiative and meticulous attention to detail, I developed and organized all the requisite accounting and operational procedures, processes and controls. I implemented systems, procedures and controls for:

- internal audits
- payroll and accounting (including warehouse and tax accounting)
- payment and receipt processing
- cash reconciliation
- tax records and reporting
- tracking employee activity (including scheduling)
- regulatory compliance
- debt settlement management during the difficult Covid pandemic period.
- supervision, training, and motivation of staff
- customer relations

I pride myself in my people management skills, being able to manage high-pressure situations, and to multitask with speed and precision. I am also a confident user of Excel.

### **Education**

Master of Science degree in Accounting and Audit from Kyiv National University of Trade and Economics – 2014.

Passed the government examination test for qualification in Accounting and Audit – 2014

Bachelor's degree in accounting and Audit from Kyiv National University of Trade and Economics – 2013.

### **Language Skills**

Conversational fluency in English, Russian, and Ukrainian.