

PROFILE

Economics graduate with hands-on experience in records, accounting processes, payroll support, document control and stakeholder coordination. Reliable where accuracy, discretion, deadlines and clear public-facing processes matter.

CORE STRENGTHS

- Records and document administration
- Payroll-process support
- Data checks and reconciliations
- Deadline and register control
- Stakeholder communication
- Process documentation

SYSTEMS

Horizon, SAP, Hansa, custom ERP, Excel / Google Sheets and structured document / audit-trail prototypes.

LANGUAGES

Latvian - native

English - advanced professional; degree completed in English

Russian - fluent

French - academic foundation

Mandarin Chinese - beginner

EDUCATION

University of Latvia | 2022-2026

Bachelor of Social Sciences in Economics - International Economics and Commercial Diplomacy (English-taught)

Admitted to the Master's programme in European Studies and Economic Diplomacy; matriculation pending.

EXPERIENCE

Accounting & Client Process Support

CBB Consultancy Bureau | Sep 2024 - Jul 2026

- Supported accounting and payroll routines, data checks, reconciliations, reports and recurring deadlines across client processes.
- Maintained accurate records and practical follow-up while working with confidential financial and business information.

Founder & CEO

ALIREX SIA | Jan 2023 - present

- Defined structured workflows for documents, registers, approvals, finance data and traceable audit history.
- Translated regulatory and operating needs into user flows, controls, test cases and product requirements.

Commercial Operations Support

5Metri.lv | 2016 - present (periodic)

- Supported client, supplier, order and procurement administration with clear documentation and follow-up.

SELECTED EVIDENCE

- Completed an English-taught economics degree while working in accounting and operating environments.
- Experience connects policy-aware finance processes with practical registers, systems and stakeholder communication.