**PERSONAL DETAILS**

**Name, surname: Ligita Tetere**

**D.O.B.:** 23/10/1975

**Location:** Pinki, Babite dstr.

**Present/ recent position:** manager of own company SIA Meraka

**Contact details:** ligita.tetere@inbox.lv or +371 20 235 035

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**COMPETENCE DESCRIPTION**

Professional competences: precise, well-organised, good at priorities and time management.

Social competences: Social, communicable, able to listen and motivate.

Management experience: head of financial planning and bookkeeping unit (8-13 people).

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**EDUCATION**

**1996-2000**

**Educational institution:** International Higher School of Practical Psychology

Qualification: Translator

**2002-2004**

**Educational institution: Latvian University**

Qualification: Economics

**2006-2010**

**Educational institution:** RISEBAA Latvia

Qualification: MBA, enterprise

**Additional Training: 2004 – not finished**

**ACCA**

**2nd level (7 out of 16), Member of ACCA**

**Certification, member of professional associations**

2012-2013

Certifier/ Professional association: Lean Six Sigma, Black Belt,

Gregory H. Watson, Business Excellence Solutions with Estonian Association of Quality.

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**WORK EXPERIENCE**

**05/2014- until now**

**SIA MERAKA, CEO**

Financial consultations and service as outsourcing, LEAN projects, optimisation, administration of film production etc.

**08/2008 – 02/2014**

**SJSC Latvijas Gaisa Satiksme, air navigation service providing company, 370 employees**

Position: Head of financial planning and bookkeeping unit.

*Financial planning, cash flows, 5-year business plans, yearly budget, budgeting for business units, forecasts, controlling of expenses, unite rate calculation, investment plans etc.*

Significant projects:

* Latvijas Gaisa Satiksme was established in 1991. First time unit rate for air navigation charge calculation was made in 2008. This was done according to EC regulation 1794/2006. I was a team leader in establishing the unit rate, making ABC costing and methodology.
* In 2010 Latvijas Gaisa Satiksme has joined Eurocontrol, I was officially appointed responsible person for technical integration and the process to prove costs to make this happen.
* We implemented Business Objects in the company. I was team leader, responsible for the project and process.

**01/2001 – 09/2006**

**SIA Latvidan (HedeBaltic), forestry and agriculture company, 20 employees**

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Position: Chief Accountant/Finance director

Accounting and bookkeeping as outsourcing service, administration of companies, legal service, annual reports, work with banks, auditors and SRS, etc

Significant projects:

* Started as secretary, after 3 month was bookkeeper of 5 companies, after 1 year had 42 companies to administrate – full support and control.
* We implemented Axapta in the company. I was team leader, responsible for the project and process and also education of new employees.

**11/1997 – 10/1999**

**Reime Jarlso, GSM towers**

* Position: Office manager, secretary.

**LANGUAGE SKILLS**

Latvian - mother

Russian – very good

English – very good

French – elementary level (written)

Italian – elementary level (spoken)

**TECHNICAL SKILLS:**

PC: software, OS: Microsoft Office (word, xcel), PowerPoint, Lotus Notes.

Professional software: Axapta, MiniTab, Business Objects, FinaWin, Tilde Jumis, Zalktis, Movex.

Driving license/availability of own car: From 1996, yes.