

Curriculum vitae

Dagmar Šoupalová

Date of birth: 12.6.1975

Tel.: +420 720 704 030

dasa@soupal.cz  [My profile](#)

Address: Šafránová 2238/12, Praha 10, 106 00

<http://soupal.cz/accounting>

PRACTICE

Since 6/2019: **Tax advisor license**

- obtained the tax advisor license – number 5489

since 2012: **Self-employed – complete double-entry bookkeeping, tax accounting and payroll agenda**

- complete double-entry bookkeeping in accounting software POHODA
- processing of tax returns for VAT and income tax
- monthly and yearly financial statements
- representation offices according to the client requirements
- payroll plan, calculation of wages, administration reports for social and health insurance, annual tax processing
- analysis and other related services required by the client

2009 –2011: **NET4GAS s.r.o.**

Accounting methodology and financial reporting to parent company RWE AG

- Reporting to the parent company – quarterly consolidation – reports in SAP and other unique reporting programs
- Cooperation with consolidation department in the parent company
- Cooperation with the tax department
- Annual financial statements
- Methodological support of the Accounting department – Czech and IFRS accounting standards
- Creation of methodological procedures for the Accounting department
- Communication with external auditors
- Responsibility for communication with the IT department and external consultants supporting the SAP system on behalf of the Accounting department

2008 - 2009: **Pro Langhans, o.s. - economic, administrative and accounting work**

- Preparation of requests for grants and reports of usage of grant money
- Preparation of documents for external accountant and payroll accountant
- Payments of invoices and administration of cash desk
- Cooperation with the auditor

2006 –2008: Maternity leave

2002 –2006: **TELEFÓNICA O2 CZECH REPUBLIC, A.S.**

Accounting methodology

- Methodological support of the Accounting department
- Creation of methodological procedures for the Accounting department
- Design of accounting procedure for newly implemented services, responsibility for coordination with other departments
- Responsibility for processing complicated EOY operations
- Communication with external auditors
- Responsibility for communication with the IT department and external consultants supporting the SAP system on behalf of the Accounting department
- Customization of selected operations in the SAP system, FI module
- Creation of procedures for accounting of new complicated accounting operations in the SAP system
- Work within the project team for the upgrade of the SAP system
- Work within the project team for implementation of the new accounting and tax procedures related to the entry of the Czech Republic into the EU
- Participation in all project teams, which are involved in setting up the SAP system, FI module

1999 –2002 **Peugeot ČR, s.r.o**

Accountant

- Support of the project team for implementation of the SAP system (replacement of accounting system SUN)
- Responsibility for stock accounting
- Maintenance of automatic processes – interfaces from accounting systems (SAP; SUN) to other databases
- Monthly analysis of margins for new vehicles and spare parts
- Monthly reports for the Peugeot headquarters
- Creation of reports for the controlling department
- Responsibility for customs matters
- Responsibility for semi-automatic bank statements accounting

PART-TIME JOBS (DURING STUDIES)

- Accounting Shine s.r.o.; accountant; 5-6/1998
- SGS Czech Republic s.r.o.; accountant; 2/1996-6/1998
- Pepsi-Cola ČR s.r.o.; invoice clerk; 3-6/1995

EDUCATION

1993 –1999 **the University of Economics in Prague, Faculty of Finance and Accounting**

Master degree – Finance, bachelor degree - Finance – Taxes
and Financial Control

1989 –1993 **GRAMMAR SCHOOL IN Týn nad Vltavou**

General, leaving examination – mathematics, physics, Czech language, Russian language

OTHER SKILLS

English – fluently, state exam

PC

- MS Office (Word, Excel, Access, PowerPoint)
- SAP – excellent knowledge of the FI module, good knowledge of the MM, CO, TR modules
- Accounting software POHODA
- Accounting software Money S3
- Accounting software Helios

Driving license B

References: Ing. Martina Grygar Březinová, Consultant at Egon Zehnder

Ing. Pavlína Kouřilová, Member of the Board of Director, CFO, Pražská plynárenská Distribuce, a.s.