

ARINA RUD

Reporting & Data Quality Officer | Records & Compliance | Business & Project Support

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PROFILE

Experienced reporting, data quality and records professional with 15+ years' experience producing accurate management reports, reconciling and verifying data, maintaining controlled documentation and supporting compliance with government reporting requirements. Skilled in building and improving reporting systems, coordinating stakeholders and managing confidential information in deadline-driven, project-based environments. Now seeking reporting, data quality, business support or project support roles across Australian government and industry, where accuracy, sound judgement, documentation and clear stakeholder communication are essential.

CORE SKILLS

Reporting & Data Quality

Management & operational reporting; Data verification & validation; Report reconciliation; Data cleaning; Status & progress reporting

Systems & Tools

Advanced Excel; Power BI; SQL (basics); 1C; Microsoft Office

Records, Compliance & Coordination

Documentation & records control; Compliance reporting; Confidential information handling; Stakeholder coordination; Process improvement

Finance Administration

Accounts payable & receivable; Invoice processing; Payroll support; Budget tracking; Payment schedules

PROFESSIONAL EXPERIENCE

Finance & Reporting Manager

2006 – Present

Kinocompania / Russkoe Kino — Film Production Company, Moscow, Russia (remote)

- Produce management reports, project status updates, expense reports, production progress reports and presentation materials for executive producers and investors.
- Reconcile and verify invoices, reports, payment records and documentation against vendor and external-partner data to ensure a single, accurate source of truth.
- Maintain controlled financial and operational records across multiple concurrent projects, with a consistent focus on accuracy and clean documentation.
- Coordinate with employees, clients, contractors, vendors and business partners to verify operational, administrative and financial information.
- Manage payment schedules, payroll documentation, banking, budgeting, accounts payable/receivable and invoice tracking.
- Supervise 6 direct reports and mentor staff in documentation, reporting and payment procedures.

Selected achievements

- Established a reporting system adopted across the company, improving the consistency and visibility of project, payment and administrative reporting.
- Maintained 8 years of continuous compliance with government reporting requirements, with no penalties.
- Mentored 5 employees in documentation, reporting and payment processing procedures.

Assistant Financial Manager

2003 – 2006

Technostar Project — Construction Company, Moscow, Russia

- Supported financial administration and record keeping, focusing on accounts payable, accounts receivable and accurate documentation.
- Maintained accounts payable/receivable records and supported invoice and payment tracking.
- Assisted with financial documentation, reporting and administrative record keeping.
- Liaised with internal staff and external parties to verify financial and administrative information.

AUSTRALIAN EXPERIENCE

Tennis Coach

2026 – Present

Self-employed, Sydney, NSW

- Provide paid tennis coaching in a practical, client-facing learning environment.
- Communicate clearly with students and families, adapting to different ages, skill levels and learning needs.
- Demonstrate reliability, patience, organisation and professionalism.

Volunteer

2026

Ultimo Public School, Sydney, NSW

- Supported school and community activities in a volunteer capacity.
- Demonstrated reliability, communication skills and commitment to an Australian community environment.

PROFESSIONAL DEVELOPMENT

- Microsoft Excel: Learn Modern Excel for Data Analysis
- SQL for Data Analysis: Beginner MySQL Business Intelligence
- Microsoft Power BI Desktop for Business Intelligence
- Beginner Statistics for Data Analytics
- 100 Days of Code: The Complete Python Pro Bootcamp

PROJECT PORTFOLIO

NSW Health Data Reporting Dashboard — Power BI (heyarisha.com)

- Built a portfolio dashboard using publicly available NSW data to demonstrate reporting, data-quality checking, visualisation and management-level insight.
- Relevant to government and health roles involving reporting, performance monitoring and business support.

Excel Reporting & Data Cleaning Project (heyarisha.com)

- Created a practical Excel reporting project using structured tables, formulas, data cleaning, pivot tables and charts.
- Demonstrates accuracy, documentation and reporting skills relevant to reporting, business support and project support roles.

EDUCATION & LANGUAGES

Bachelor of Sociology — Transnistria University, Moldova · Completed 2000

Languages: Russian (Native) · English (Professional working proficiency)

References available on request.