

ARINA RUD

REPORTING ANALYST | DATA REPORTING OFFICER

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LinkedIn: linkedin.com/in/arina-rud-49a9b912b | Portfolio: heyarisha.com | Australian Citizen

PROFILE

Finance and reporting professional with 15+ years' experience preparing operational, financial, production and management reports in a project-based business environment. Currently transitioning into Australian reporting analyst and data reporting roles, with recent training in Advanced Excel, Power BI, SQL, Python basics and statistics. Brings strong business maturity, accuracy, data verification, documentation discipline and experience supporting executive decision-making through reliable reports and clear business information.

CORE REPORTING SKILLS

Reporting & Analysis Management reporting; Operational reporting; KPI reporting; Expense reporting; Payment tracking; Data verification; Report reconciliation; Trend analysis	Tools & Technical Skills Advanced Excel; Power BI; SQL basics; Python basics; Basic statistics; 1C accounting software; PowerPoint; Microsoft Office
Finance & Business Data Accounts payable; Accounts receivable; Payroll support; Banking documentation; Budget tracking; Invoice tracking; Financial reporting	Professional Strengths Detail-oriented; Analytical; Reliable; Organised; Fast learner; Strong with numbers; Mature and professional; Collaborative

PROJECT PORTFOLIO

NSW Health Data Reporting Dashboard - Power BI | Portfolio: heyarisha.com

- Building an interactive Power BI dashboard using publicly available NSW Health data to demonstrate data cleaning, trend analysis, KPI reporting and management-level visualisation.
- Planned dashboard areas include health service activity, waiting times, performance indicators and trend analysis over time.
- Will include a short insights summary explaining key findings and practical recommendations.

Excel Reporting & Data Cleaning Project | Portfolio: heyarisha.com

- Creating an Excel-based reporting project to demonstrate structured tables, formulas, data cleaning, pivot tables, charts and management reporting.
- Designed to show practical reporting skills relevant to business support, finance and government reporting roles.

SQL Data Analysis Project | Portfolio: heyarisha.com

- Creating a beginner SQL analysis project to demonstrate data extraction, filtering, grouping and business insight generation.
- Designed to support applications for junior reporting analyst, data reporting officer and analyst support roles.

PROFESSIONAL EXPERIENCE

Finance & Reporting Manager | 2006 - 2022

Kinocompania / Russkoe Kino - Film Production Company - Moscow, Russia

- Managed reporting, financial documentation and payment coordination across multiple film production projects.
- Prepared production progress reports, project status updates, operational summaries, expense reports and management reports for senior leadership, executive producers and investors.
- Tracked payment schedules across multiple projects, supporting timely payments to actors, producers, screenwriters, contractors and production crew members.
- Reconciled reports, invoices, payment records and documentation with external vendors and business partners.
- Supported payment processing, payroll documentation, banking, budgeting, accounts payable, accounts receivable and invoice tracking.
- Used Excel and 1C accounting software to maintain records, improve reporting accuracy and manage financial documentation.
- Supervised and supported a team of 6 direct reports.

Selected achievements

- Independently established a reporting system that was adopted across the company, working closely with the General Producer and Financial Manager.
- Helped maintain 8 years of continuous compliance with government reporting requirements, with no penalties.
- Mentored 5 employees in documentation, reporting processes and payment processing procedures.
- Improved visibility of production status, payment schedules and administrative reporting for senior management and investors.

Assistant Financial Manager | 2003 - 2006

Technostar Project - Construction Company - Moscow, Russia

- Supported financial administration and documentation for a construction company, with a focus on accounts payable, accounts receivable and accurate record keeping.
- Maintained accounts payable and accounts receivable documentation and supported invoice and payment tracking.

References available on request

- 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

Sydney, NSW

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

Volunteer | 2026

Ultimo Public School - Sydney, NSW

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

PROFESSIONAL DEVELOPMENT

- Microsoft Excel: Learn Modern Excel for Data Analysis - Completed
- SQL for Data Analysis: Beginner MySQL Business Intelligence - Completed
- Microsoft Power BI Desktop for Business Intelligence - 88% complete
- Beginner Statistics for Data Analytics - In progress / status to confirm
- 100 Days of Code: The Complete Python Pro Bootcamp - 19% complete

EDUCATION & LANGUAGES

Bachelor of Sociology, Transnistria University, Moldova - Completed 2000

Languages: Russian - Native | English - Professional working proficiency

CAREER BREAK

Took a family-focused career break after relocating and settling in Australia, including raising two young children. During this period, maintained professional development through study in Excel, Power BI, SQL, Python basics and data analytics while preparing to transition into Australian reporting analyst and business support roles.