



AUGUSTAS VAITELIS

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Websites, Portfolios, Profiles

- [LinkedIn/Portfolio](#)

Skills

- Microsoft Excel
- Operational efficiency
- Attention to detail
- Microsoft Teams
- SAP
- Pivot Table
- Outlook

LANGUAGES

Passion for financial analysis and a strong commitment to enhancing payment processes through effective collaboration has been demonstrated in previous roles. Hands-on experience in accounts payable and receivable, paired with proficiency in Excel, SAP, and Oracle, aligns well with the expectations for a dynamic finance environment. A proactive approach towards problem-solving and a solid foundation in economics from Vilnius University underline a readiness to contribute meaningfully to a mission-driven organization.

Work History

2025-05 - 2025-09	Finance Operations Specialist 1stopVAT, Vilnius, Lithuania • Assisted with VAT, GST, and Sales Tax registrations in multiple countries by gathering information and collecting documents from clients. • Monitored and reviewed clients' sales and purchase supporting documentation for accuracy and compliance. • Assisted in the preparation and filing of VAT, GST, and Sales Tax returns. • Supported senior colleagues by performing various daily tasks and assignments as delegated. • Demonstrated attention to detail and proactively handled day-to-day responsibilities. • Learned and developed knowledge about VAT, GST, and Sales Tax regulations and procedures.
2024-05 - 2025-04	Junior Accounts Receivable Specialist Dana Incorporated, Vilnius • Responsible for sending payment reminders to customers regarding overdue invoices and issuing statements of open balances • Collaborated with sales teams to ensure timely receipt of payments, supporting each other in the payment process • Held online meetings with customers to discuss payment statuses and resolve any issues • Conducted accounts reconciliation and processed credit memos linked with invoices • Utilized SAP and Excel (including pivot tables) extensively, with some experience in Oracle

English
Proficient

Lithuanian
Native

2023-09 -
2023-12

Invoice Control Assistant

GetJet Airlines, Vilnius

- Verified invoice data, primarily related to aircraft fuel and ground services
- Recorded and compared data in Excel, ensuring accuracy
- Filled in and approved invoice details through the Omniva system
- Communicated with suppliers via email and resolved invoicing issues

2022-09 -
2023-05

Accounting Specialist

Compensa, Vilnius

- Focused on insurance policy cancellations based on client requests
- Reconciled money balances to other insurance contracts

Education

2025-06

Bachelor of Economics: Field of Study

Vilnius University - Vilnius