

## **CURRICULUM VITAE**

### **Elmira F. Ahmadova**

Date of birth: December 2, 1991 (22)  
Place of birth: Baku, Azerbaijan  
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### **Education**

Azerbaijan State Economic University - Bachelor in "Accounting and Audit"

Clements High School, Houston, Texas – United States of America  
( FLEX exchange program 2008)

### **Professional Membership:**

Student of The Association of  
Chartered Certified

Accountants (ACCA); Currently Studying: F1-"Accountant in  
Business", F2 –"Managerial Accounting". F3 – "Financial  
Accounting"

### **Career history**

Period: September 2013 – November 2013  
Company: **"Hyundai Engineering Co. LTD" Azerbaijan Branch**  
Position: **Chief Accountant**  
Duties: Managing the accounts. Reporting to State Organizations of Azerbaijan Republic. Estimating the budget. Reporting of the Cash Flow statement of the branch office. Dealing with Internal and External Auditing companies (IFRS). Preparing the daily balance. /Maintaining personnel files. Interviewing candidates for vacant positions. Preparing the yearly plan and the budget.

Period: August 2012 – August 2013  
Company: **"Heerim Architects & Planners Co" Azerbaijan Branch**  
Position: **Chief Accountant**  
Duties: Bookkeeping, payroll, banking, fixed assets and etc. Preparing all taxes reports and their provision to Tax. Department, Social Protection, Employment Fund, Statistics office. Preparation of Cash Flow statement, budget and other financial reports for provision to Head office. /Preparing all contracts, processing all prolongation and terminations of contracts. Setting up the internal controls, and internal training.

Period: September 2010 – August 2012  
Company: **Kapital Karden Azerbaijan office (a member firm of RSM International)**  
Position: **Audit Associate**  
Duties: Participation in a number of audit engagements, performing full set of audit procedures of the IFRS financial statements of local state-owned or commercial companies, such as Atrabank OJSC, United Credit Bank OJSC, NBC Bank OJSC, BTB Bank OJSC, Kredobank OJSC, Revan Insurance, Royal Bank OJSC and others.

Period:	September 2009 – June 2010
Company:	<b><u>"AMRAHBANK" OJSC</u></b>
Position:	<i>Intern</i>
Duties:	Servicing to individuals and legal entities, opening/closing customer accounts, processing transactions in money transfer systems, Loan assistant - assisting the loan officer in preparing loan documentation.

### **Languages**

<b><u>Azeri</u></b>	<b><u>Reading</u></b>	<b><u>Writing</u></b>	<b><u>Speaking</u></b>
<b><u>Russian</u></b>	Native	Native	Native
<b><u>English</u></b>	Excellent	Excellent	Excellent
<b><u>Portuguese</u></b>	Excellent	Excellent	Excellent
<b><u>Spanish</u></b>	Good	Good	Good
	Good	Good	Good

### **Computer Skills**

#### **Software/Hardware**

Microsoft Office Programs

Accounting Software

#### **Skills**

Creating and maintaining electronic tables, processing data using Excel, MS Word, Publisher, Outlook.  
1C, Smart, Progress.