

**EMIL RAHIMLI****Citizenship : Azerbaijan ▪ Date of birth : 04 March 1981****Family status: Single ▪ Military Service: internal troops (1998-2000)****Contact****Tel : +994505203600****e-mail : emil.rahimli@gmail.com****Address**

Baku, Azerbaijan

**Profil**

**Objective** A highly motivated, confident account with exceptional multi-tasking and organizational skills. Possessing a significant record of achievement in account management and able to quickly understand the mission, vision and values of an organization.

Now looking for a new and challenging managerial or consultancy position, one which will make best use of my existing skills and experience and also further my personal and professional development.

**Key Skills**

The enterprising, hard-working and technically qualified specialist, different accuracy, care and timeliness in managing the various features for employers. Good knowledge of tax legislation, wide experience in communication with the tax authorities, responsible and able to navigate in non-standard situations; good analytical skills. Building on the solid powers (Bachelor of accounting) and knowledge of generally accepted accounting practices (GAAP) and practice of accounting. General professional quality MS Office , 1C accounting software , unity-Logo (Turkish) modeling in finance by using Excel.

**Study**

**2008 to 2009**      **Trainings –(English)Upper intermediate(nine months)**  
EF English first, Baku, Azerbaijan

**2008 to 2009**      **1,5-years-Trainings with GAAP, ACCA, DiplFR (rus)**  
ACCA training center, International Accounting Standards

**2003 to 2007**      **Bachelor in Accountant and Audit**  
Azerbaijan State University of Economy

**Work Experience****SAP BSSC Prague****Accounts Payable Specialist****Full****September 2011-J une 2014**

- ✓ Handled daily A/P processes, managed vendor/supplier relations; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions. Maintained adherence to corporate, accounting and GAAP standards; addressed escalated issues from employees and vendors regarding accounts payable; and ensured accurate and compliant A/P files and records in accordance with company policies and government regulations.
- ✓ Managed the accurate and timely processing of up to 400-500 invoices and 200-300 trips per month. Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues.

**Goldenpay Azerbaijan and Silverki Azerbaijan (IT Software company), Baku**  
**As a Chief of Accountant**

**Full****March 2008 – December 2010**

- ✓ Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and documents on business transactions;
- ✓ Assistance to Development Manager in preparing monthly project cash-flow, profit & loss statements;
- ✓ Prepare monthly tax reports, file tax declarations to local authorities , VAT payments, Personal Income Tax, and Corporate Income Tax, and any related government fee of the project;
- ✓ Prepare trial balance, financial statements (balance sheet, income statement and cash-flow statement) and annual tax finalization report for review of Financial Controller

**Veyseloglu LTD (Sales company), Baku**

**Full**

**As an Accountant**

**March 2008 - February 2009**

- ✓ Reconcile bank statements , research and resolve discrepancies;
- ✓ Explain billing invoices and accounting policies to staff, vendors and clients;
- ✓ Resolve accounting discrepancies;
- ✓ Recommend, develop and maintain financial data base, computer software systems and manual filing systems;
- ✓ Other duties as assigned;

**Restaurant, Baku**

**Part-time job**

**As an Accountant**

**February 2007-January 2008**

- ✓ Prepare profit and loss statements and monthly closing and cost accounting reports;
- ✓ Explain billing invoices and accounting policies to staff, vendors and clients;
- ✓ Accumulating and reporting key data;
- ✓ Recommend, develop and maintain financial data bases, computer software systems and manual filing systems;

**Chinar (Refrigerator Factory), Baku**

**internship**

**As an Accountant**

**March to August, 2005**

- ✓ Prepare profit and loss statements and monthly closing and cost accounting reports;

## Languages

**Czech**(upper intermediate) **Turkish**(fluent) **Russian**(native) **Azerbaijan**(native) **English** (upper intermediate)

## Drive license

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