

CONTACT INFORMATION:

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PERSONAL INFORMATION:

Nationality: Azeri
Date of Birth: November 02, 1993
Gender: Female
Marital Status: Single

WORK EXPERIENCE

2014-2015

“ETA Education center” (Ganja)

Position: Office Administrator

Duties and responsibilities:

- Sorting and distributing incoming and outgoing mail.
- General Support & Administration
- Coordinating and managing the client and student database
- Updating and maintaining filling system

2012-2013

“Bridge to the future project” (Ganja) Position:

Translator

Duties and responsibilities:

- Preparing and typing all outgoing letters and other project documents in Azeri or English and translate all incoming letters and notes to English
- Checking translation of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation
- Maintaining filing systems and office functions
- Utilizing equipment such as computers, photo copy machines, binding machines, etc.
- General Support & Administration

2015

RSM-AZERBAIJAN(AUDIT|TAX|CONSULTING)

Audit assistant

to check the accuracy of accounting systems and procedures.

Review, assess and recommend changes in accounting systems and controls of a business unit.

Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.

Check, inspect and reconcile bank deposits and payments.

Inspect, test and assess software and hardware systems for its failure.

Check all accounting and clients' databases are updated and functioning properly.
Study, inspect and assess, budgets, balance sheets and other related financial statements and records.
Review and recommend changes in internal audit controls.
Check and verify accounting books and records are in conformity with industry practices and corporate policies.
Ensure compliance of regulatory guidelines and generally accepted auditing standards.

EDUCATION:

2015-2017

Azerbaijan State University of Economics
Master Degree - MBA (evening 19:00)
Languages/English

2011-2015

Ganja State University
Bachelor Degree - Foreign

QUALIFICATION AND TRAININGS:

- English and computer trainings
- Participation certificates of Retrospective review and future prospects Atlantic Regional Security and Azerbaijan-NATO partnership
- Ganja State University in Autumn 2013 I was a finalist for Youth Debate Forum

ADDITIONAL INFORMATION:

Computer Knowledge

Microsoft WindowsXP/7
Ms Office (Excel, Word, Power Point)

Languages

Azeri – Fluent written and spoken
English – Fluent written and spoken
Russian – Poor written and spoken
French – Poor written and spoken