

Sarvat Aliyev

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PROFILE

An enthusiastic, proficient and well determined business undergraduate with a very dynamic approach to life endorsed with strong interpersonal and communication skills when it comes to communicating with customers and fellow colleagues in work or study. Possesses the ability to be innovative and resourceful and is not afraid to take on the responsibility of leadership in any given situation.

EDUCATION

Bachelor of Science

University of Essex, BSC Accounting and finance (third year)

Expected Graduation in 2016

Bachelor of Arts

Baku State University, BA World Economy

Graduated 2013

EXPERIENCE

Efficient Tax (Ipswich), Summer Intern (12 weeks), June-September 2014

- increased knowledge of VAT return preparations
- learned basics of extractions from invoices and bank statements, making bank reconciliations
- helped typing all necessary documents and correspondence as required
- attended in sending the relevant documents to HM Revenue and Customs
- contributed to the preparations of accounts and Financial reports
- improved communication and team-working skills
- answered incoming calls and mails from clients and suppliers

Azerbaijan Society at University of Essex, President (12 months), March 2014-March 2015

-organising different kinds of events inclusive of National days and holidays therefore uniting all society

Members as well as joint events with other relevant societies

-achieved excellent communication with students and excellent team working together with other execs of the society

ASR Training Group (Azerbaijan), Assistant (7 weeks), April 2012

-attended in preparations of financial statements of local companies

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SKILLS

Familiar in all areas of Microsoft Office, including Word, Excel, Access and PowerPoint

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Teamwork

At Efficient Tax I demonstrated excellent teamwork skills in a busy environment, such as an ability to listen to clients and managers, perform my role to a high level and support colleagues.

Effective communication

Able to communicate effectively with a wide range of clients and colleagues, by showing interest, carefully listening to needs and appropriately adjusting my message, as demonstrated during my time as manager assistant at Efficient Tax and Azerbaijan Society.

Software

Sage 50 Accounts

- producing financial reports, including the Profit & Loss report and Balance Sheet
- managing credit control, including statements and overdue letters
- recording Journal Entries in the Nominal Ledger
- creating bank accounts, recording bank payments as well as performed bank reconciliations
- being familiar with the purchase order cycle, from entry to delivery, match and post invoices to orders
- sales order cycle, the process from entry to despatch etc.
- planning and creating stock records and entering opening balances, managing Stock Control
- compiling VAT return, submitting the return manually to HMRC, printing the VAT return as well as making VAT reconciliations

Quick-books

- some basic skills

Further skills

Languages: Native Azerbaijani and Turkish speaker, fluent in English, beginner in German and has some basic knowledge of Russian

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Achievements and Interests

2013, got the full scholarship covering the studies towards the bachelor degree at University of Essex, 2013-2016

2009, awarded with a medal by the Local Education Department of Sumgait (home town) as I won the Race held for the 60th anniversary of the town

Music

References are available on request