

# **NUBAR ALLAHGULIYEVA**

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## **CAREER OBJECTIVE**

To work within a professional environment in order to demonstrate my abilities, skills & commitment to work. Also to develop a career in Auditing by seeking a challenging position in a rewarding organization offering career growth & professional development with an aim for simultaneous achievement of corporate & personal goals to enhance ethical standards in my work.

## **ACADEMIC EDUCATION**

- Azerbaijan State Economic University Faculty of Finance and Credit master's degree 2007-2009 (with honors).
- Azerbaijan State Economic University Faculty of Finance and Credit bachelor degree 2003 – 2007 years (with honors).

## **PROFESSIONAL QUALIFICATION**

**ACCA (Association of Chartered Certified Accountants)**

**2012 -2016 (expected)**

<b>Passed exam papers:</b>	<b>Results</b>
➤ <b>F1</b> – Accountant in Business	Exemption
➤ <b>F2</b> - Management Accounting	72 %
➤ <b>F3</b> - Financial Accounting	70 %
➤ <b>F4</b> - Corporate and Business Law	61%
➤ <b>F5</b> - Performance Management	65 %
➤ <b>F6</b> - Taxation	52%
➤ <b>F7</b> - Financial Reporting	66 %
➤ <b>F8</b> - Audit and Assurance	67%
➤ <b>F9</b> - Financial Management	74 %

## **WORK EXPERIENCE**

**Ernst &Young Holdings(CIS)B.V.**

**December 2013 – November 2014**

### **Tax Staff**

#### **Duties:**

- Provision of bookkeeping and accounting services
- Tax Compliance services
- General tax review and advisory services

**The State Agency on Agricultural Credits under the Ministry of Agriculture**  
**April 2008 – December 2013**

**ACCOUNTANT**

**Duties:**

- Calculation the salaries of the Agency staff based on their individual sheets
- Preparation of monthly, quarterly and annual reports
- Assistance in budget preparation
- Preparation of the application on the Agency Management operation costs section and submit to the Ministry of Finance
- Keeping records of the fixed assets, stock of materials, little value and wearing parts and their timely inventory
- Dealing with different financial and accounting issues

**CERTIFICATIONS**

- Advanced Diploma in Accounting & Business by ACCA
- Foundations in Professionalism Module by ACCA
- Professional Ethics Module by ACCA

**PROFESSIONAL STRENGTH**

My Certification gives strength to build on my knowledge skills and abilities in accounting for a career in auditing . My practice in prestigious organization will enhance my financial, analytical & communicational skills.

**PERSONAL SKILLS**

- Analytical thinking, planning.
- Accuracy and attention to details.
- Good written and verbal communication skills.
- Organization and prioritization skills.
- Problem analysis and ability to solve problems efficiently.
- Ability to work both individually and in a team.

**LANGUAGE SKILLS**

<i><b>Language</b></i>	<i><b>Reading</b></i>	<i><b>Writing</b></i>	<i><b>Speaking</b></i>
Azerbaijani	Excellent	Excellent	Excellent
English	Very Good	Very Good	Very Good
Russian	Good	Good	Good

**COMPUTER SKILLS**

- Windows, Microsoft Word, Microsoft Excel, Microsoft Power Point, Internet Explorer