

PERSONAL & CONTACT INFORMATION**NAME AND SURNAME: ORKHAN HUSEYNOV**

- Nationality: Azerbaijani
- Address: Baku
- E-mail Address: orxan450@hotmail.com
- Telephone: Mobile – (+994) 55 6019394
- Date & Place of Birth: 12/03/1991
- Gender & Marital Status: Male, Single.



- **WORK EXPERIENCE**

Name and address of employer	Gilan Retail Group
Occupation or position held	Junior Accountant
Dates	20.10.2015- present
Main activities and responsibilities	<ul style="list-style-type: none"> • collecting monthly account receivable, accounts payable and payroll data • registering cash movements • prepare journal entries • monitor and resolve bank issues including fee anomalies and check differences • prepare tax computations and returns • account/bank reconciliations • review and process expense reports • assist with preparation and coordination of the audit process • assist with implementing and maintaining internal financial controls and procedures
Name and address of employer	Unibank Azerbaijan
Occupation or position held	Operational Cashier
Dates	21/10/2013 – 10/09/2014
Main activities and responsibilities	<p>Receive payment by cash, check, credit cards, vouchers, or automatic debits.</p> <p>Issue receipts, refunds, credits, or change due to customers.</p> <p>Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.</p> <p>Maintain clean and orderly checkout areas.</p> <p>Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners</p>
Name and address of employer	Turkish Center for International Relations and Strategic Studies (Turkey)
Occupation or position held	Researcher (Intern)
Dates	08/08/2011 – 20/08/2011

EDUCATION

Name and type of organisation providing education	University of Buckingham (International Business School) H-1031 Budapest, Záhony utca 7. Hungary September 2014 – 2016
Principal subjects / occupational skills covered	MSc Financial Management Academic Skills, Business and its Environment, Business Data Analysis, Corporate Finance, Principles and Practices of Finance, Risk Management, Financial Decision-Maker, Financial Reports and Statements, Cross Cultural Management, Business Strategy, Research Strategy.
Name and type of organisation providing education	Azerbaijan State Economic University Baku, Istiqlaliyyat str., 6, AZ0101 Baku (Azerbaijan)
Dates	September 2008 - June 2012
Title of qualification awarded	International Relations
Principal subjects / occupational skills covered	Information Science, Political History, Basic Concepts of Law, Sociology, International Relations, Constitution Law, International Relation Theory, Business English, Governing Law, International Law, International Organizations, Commercial Law, Modern Political Law, Modern Democracy, Human Rights, Public Administration, Foreign Policy of Azerbaijan, Foreign Policy of Turkey, European Union, Diplomatic English, Use of Force in International Relations, general Economics, Microeconomics, Macroeconomics, International Stock Markets, Statistics, Monetary and Banking, World Economics, Economic Development Theories, Public Finance, International Economics and Trade Politics, Financial Politics, International Finance, Local Administrations
The Association of Chartered Certified Accountants 03.2016-	Financial Accounting (F3) – in progress

COMPUTER LITERACY

MS Office	Advanced
1C	intermediate

PERSONAL/TECHNICAL SKILLS▪ **Language Skill**

	UNDERSTANDING		SPEAKING	WRITING
LANGUAGES	<i>Listening</i>	<i>Reading</i>	<i>Spoken interaction</i>	
Azerbaijani	Native	Native	Native	Native

English	Advanced	Advanced	Advanced	Advanced
Turkish	Advanced	Advanced	Advanced	Advanced
Russian	Advanced	Intermediate	Intermediate	Intermediate

Levels; Basic, Intermediate, Upper-Intermediate, Advanced.

ACADEMIC ARTICLES

Title of paper **“Azərbaycan Xarici Siyasəti” (“Foreign Policy of Azerbaijan”)** – An article about Foreign Policy of Azerbaijan in last two decades (1991-2011).

Date Baku -2011

SOCIAL SKILLS AND COMPETENCES

- *Certificated* for holding Nationwide essay contest devoted to the twentieth anniversary of the restoration of the state independence of the Republic of Azerbaijan *organized by* **Center For Strategic Studies**
- *Certificated* for holding for **Internship Completion** at the **Turkish Center for International Relations and Strategic Studies in Turkey**
- **1st place** in the school's **football championship**. Baku, 2006. (Certificate)
- **1st place** in the school's **football championship**. Baku, 2007. (Certificate)