

# Orkhan Mammadov



Qualified professional in the field of taxes and IFRS and having a Finance background with a lot of international experience. 11 years lived in Saint-Petersburg, Russian Federation. Able to freely speak in 4 languages.

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## Education



BACHELOR IN FINANCE (**HONORS**) | 15.09.2006 - 30.09.2010 |  
AZERBAIJAN STATE ECONOMIC UNIVERSITY

- MAIN FIELD OF STUDY - REGULATION AND ADJUSTMENT OF TAX SYSTEM
- Winner of Many Scientific Conferences
- Former member of University's Scientific Society



MASTER OF ECONOMICS | 01.10.2011-15.12.2012 | Christian-Albrechts-Universität zu Kiel (Germany)

- Projects: "Financial Crises"



MASTER OF BUSINESS ADMINISTRATION | 15.09.2015-01.07.2017 |  
AZERBAIJAN STATE ECONOMIC UNIVERSITY

## Experience

INTERNSHIP | MINISTRY OF TAXES OF THE REPUBLIC OF AZERBAIJAN, BAKU | JUNE 2009 – AUGUST 2009

- Assistant of the tax inspectors (analysis of tax returns)

INTERNSHIP | MINISTRY OF TAXES OF THE REPUBLIC OF AZERBAIJAN, BAKU | JUNE 2010 – AUGUST 2010

- Assistant of the tax inspectors (analysis of the acts related to the on-site tax inspections)

LEAD ECONOMIST | AZERSU OPEN JOINT STOCK COMPANY (**FINANCE AND TAX DEPARTMENT**) | AUGUST 2011 – FEBRUARY 2012

CHIEF DEPUTY | AZERSU OPEN JOINT STOCK COMPANY (**FINANCE AND TAX DEPARTMENT**) | FEBRUARY 2012 – NOVEMBER 2016

OVERALL EXPERIENCE: **5 YEARS**

MAIN RESPONSIBILITIES:

- Preparation and analysis of all tax statements (incl. corrected ones)
- Preparation and analysis of sub-contractors' bidding information

- Analysis of off-site tax inspection letters
- Collection of tax information required by the Ministry of Taxes
- Preparation and analysis of entity's economic determinants
- Preparation, analysis and issue of tax invoices (incl. corrected ones)
- Analysis of on-site tax inspection's acts and preparation of corresponding statements
- Correspondence with the Ministry of Taxes (Special Regime Tax Department, Baku Tax Department)
- Preparation of required documents to liquidate tax ID and taxpayers' activity
- Preparation and analysis of tax debts, etc.
- Analysis of balance sheets and reconciliation with current debts
- Preparation of capital investments statement
- Preparation of statements of the World Bank, EBRD and other international banks.
- Analysis of invoices of non-residents.
- Preparation of order payments.
- Analysis of bank statements and preparation of corresponding statements
- Reconciliation of balance sheet and tax returns.
- Preparation of balance sheets.
- Double entry bookkeeping.
- Preparation of journals.

Process Manager | METAK Company (**Audit DEPARTMENT**) | November 2016 -present

## Other information

### LANGUAGES

- Speaking 4 languages like Russian and Azerbaijani, both native. English and German – fluent. Lived in Russia, Azerbaijan and United Kingdom.

### AWARDS

- Best Student of the year 2014 (**UK, London**, The Institute of Certified Financial Managers)
- ACCA (F1, F2, F3)
- Diploma in International Financial Reporting Standards (DipIFR, AZ)
- Diploma in International Financial Reporting Standards (**Honors**, The Institute of Certified Financial Managers)
- Diploma in accounting and advanced book-keeping (**Honors**, International Association of Bok-keepers, London)
- Certificate of financial management based under international financial institutions' standards (**Honors**, GRBS, World Bank course)
- 1<sup>st</sup> place in the conference of the Ministry of Education (topic: Scientific and technological breakthroughs)
- 1<sup>st</sup> place in the conference of the Ministry of Education (topic: Global long-term strategy)
- 1<sup>st</sup> place in the conference of the Ministry of Education (topic: Democracy and its development)
- 1<sup>st</sup> place in the conference of the Ministry of Education (topic: The discrepancy between poor and rich)
- 1<sup>st</sup> place in the conference devoted to "Theories of financial crises" (Germany)
- 1<sup>st</sup> place in the university conference devoted to the Financial Crisis
- 2<sup>nd</sup> place in the conference devoted to the "Economic Heritage of Heydar Aliyev"
- 2<sup>nd</sup> place in the conference "The Future Directions of Development of Azerbaijan"
- 2<sup>nd</sup> place in the faculty conference devoted to the "World Financial crisis and Azerbaijan"
- 2<sup>nd</sup> place in the conference devoted to "Continuous Development of Azerbaijan Economy"
- 3<sup>rd</sup> place in conference "Financial issues of regional projects implementation"
- Letter of Commendation devoted to the "Day of Republic"

### Conferences participated:

- International Conference of Accountants (London, organized by ICFM (Institute of Certified Financial Managers),
- Presentation of awards (BAFTA headquarters) for the outstanding contribution in IFRS, held by Royal Patron, HRH Prince Michael of Kent.
- Amendments and Changes made in IFRS (08.12.2014) held by Ernst&Young
- Tax Seminar held by Ernst&Young 30.01.2015
- Training held by Ernst&Young 14.07.2015 (Preparation of financial statements according to IFRS)
- Special Regime Tax Department – Electronic signature and amendments made on Tax Code
- American Appraisal (Impairment of assets)
- CATEC - Caspian Aqua Technologies exhibition and conference
- CATEC - 2nd Caspian Aqua Technologies exhibition and conference (April 2014)
- Inter-republican Conference "Financial Crisis"

- International Conference "Globalization and Integration"
- University conference "The economic growth"

Language Courses:

- German language courses, Kapellhaus (**Honors**, Teilnahmebestätigung von der Deutschen Botschaft in Baku organisierten sprachkurs, Erfolgreich, Stufe A)
- German language courses, Kapellhaus (**Honors**, Teilnahmebestätigung von der Deutschen Botschaft in Baku organisierten sprachkurs, Stufe B);
- International Diploma of Branch of Goethe Institute (stufe A 2.1)