

PERSONAL INFORMATION



Gasimov Jahandar

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Date of birth 06/02/1991 | Nationality Azerbaijani

WORK EXPERIENCE

08/2011–09/2011

Assistant Budget Specialist

Ministry of Finance of Azerbaijan Republic, Astara (Azerbaijan)

- Develop, analyze, and execute budgets
- Evaluate the relationships between major program changes and the financial status of organizations
- Ensure there are adequate funds for programs within the organization
- Employ cost-benefit analysis to review financial requests, assess program tradeoffs, and explore alternative funding methods
- Examine past budgets
- Estimate future financial needs

07/2010–09/2010

Assistant Accountant

Ober Lux Hotel, Xachmaz (Azerbaijan)

- Monthly management account preparation
- Production of profit and loss
- To complete and maintain sales invoices and reports
- Accruals & prepayments
- Gather and prepare various reports, spreadsheets, proposals, routine and confidential correspondence; provide and/or exchange information; maintain and update databases, records and files
- Collect payments, record in financial system, and issue receipts
- Balance collections and recordings

EDUCATION AND TRAINING

09/2008–06/2009

Economical Cybernetics

Entrance score 665

Baku State University, Baku (Azerbaijan)

Basics of Economics (Micro/Macro) , Math, Basic Computer Skills

09/2009–06/2012

Finance

GPA 80.72

Qafqaz University, Khirdalan (Azerbaijan)

Principles of Business; Microeconomics; Macroeconomics; Sociology; Professional English; Mathematics; Accounting; Statistics; Principles of Marketing; Banking Activities and Services; Research Methods; Trade Law; Cost Accounting; Public Finance; Financial Management; Financial Markets and Institutions; Bank Accountancy; Financial Statement Analysis; Budget System;

Investment Project Analysis; Monetary Theory and Policy; Computer Accounting; Finance Policy; Tax Law; Insurance; Civil Defense; Tax Control; Econometric.

09/2013–09/2014

Operations Management, Logistics and Accounting

Distinction

Newcastle University, Newcastle upon Tyne, (United Kingdom)

Operations Management, International Logistics, Performance and Decision Management, Financial Reporting, Managerial Accounting, Business Context and Operations (includes Marketing, HRM), Research Methodology, Quality Management, Tools and Techniques

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
IELTS 7.0 11AZ001626GASJ001A					
Turkish	C2	C2	C2	C2	C2
Russian	B1	B2	A2	A2	B2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

Creatively motivated with strong analytical abilities. Handle tasks carefully and correctly; maintains order and organization in work through details. Start work quickly, moves energetically, stays busy and active, maintain attention and awareness. Develop and maintains corporate working relationships, good team player, contributes to assist co-workers, recognizes and respects the needs of others. Responsible, single-minded, and very purposeful worker who eagerly does work and achieves results he is expected to.

Organisational / managerial skills

Trustworthy, responsive, reliable, tolerant, and sensitive to the need and feelings of others; eager to learn interacting easily with strangers, initiates contacts, and establishes rapport. Tactful, show consideration and warmth towards others. Perform in the expected or agreed upon way. Provide for a high-quality experience, modifies work demands to respond to the other peoples' needs.

Job-related skills

- Ability to work in a team-based environment, deliver high quality work within deadlines
- Excellent interpersonal skills, writing and communication skills
- Self-starter, motivated
- Punctual, tactful and disciplined
- Hardworking, honest and responsible
- Creative

Computer skills

- good command of office suite (word processor, spread sheet and presentation software)
- good knowledge of statistical tools and SPSS program
- all internet based skills

ADDITIONAL INFORMATION

- ACCA F3 Certificate 82% (Business Training Centre)
- IELTS 7.0 (Reading 8.0 Listening 7.5 Writing 6.5 Speaking 6.0)
- Training course on "Banking principles and role of the Central Bank in banking system" held by Central Bank of Azerbaijan Republic
- Driving License B category
- Military ID (2012-2013 years)