

Curriculum Vitae



Personal information

First name(s) / Surname(s) **Rufat Hajiyeu**
Address(es) Hasanoglu 4^a /65, AZ1033, Baku, Azerbaijan
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E-mail rufat.hajiev@gmail.com
rufat_hajiev@yahoo.com
Nationality Azerbaijani
Date of birth 16.08.1985
Gender male

Work experience

Dates	January 2015 onwards
Occupation or position held	Senior tax inspector of Special tax regime companies` tax returns division
Main activities and responsibilities	<ul style="list-style-type: none">- Desk audit of special tax regime companies;- Recording and analyzing data on profit tax returns submitted by contractors of PSAs;- Analyzing receipts of special tax regime companies on confirmation of Azerbaijani income taxes paid by non-residents and taxes withheld from foreign subcontractors;- Collecting data on estimated monthly tax payments by special tax regime companies.
Name and address of employer	Special Tax Regime Service Department, Ministry of Taxes of the Republic of Azerbaijan 105, H.Aliyev av., AZ1029, Baku, Azerbaijan E-mail: office@taxes.gov.az Website: http://www.taxes.gov.az
Type of business or sector	Civil service
Dates	October 2014 – December 2014
Occupation or position held	Senior tax inspector of Debt management division
Main activities and responsibilities	<ul style="list-style-type: none">- Preparing daily excel reports on amounts of overpaid taxes and tax debts payable to state budget by large taxpayers and special tax regime companies;- Tracking and analyzing personal record books of taxpayers and preparing reports on reasons of upward movements of amounts of tax debts and overpaid taxes;- Calculating the limitation period for assessment of taxes of large taxpayers and preparing excel reports on tax debts to be written off as bad debts according to tax legislation.
Name and address of employer	Special Tax Regime Service Department, Ministry of Taxes of the Republic of Azerbaijan 105, H.Aliyev av., AZ1029, Baku, Azerbaijan E-mail: office@taxes.gov.az Website: http://www.taxes.gov.az
Type of business or sector	Civil service

Dates	June 2010 – October 2014
Occupation or position held	Chief tax inspector of International Relations Department
Main activities and responsibilities	<ul style="list-style-type: none"> - Cooperating with tax related international organizations and international financial institutions; - Facilitating cooperation and exchange of information and experiences between IOTA (Intra-European Organization of Tax Administrations) member administrations; - Coordinating EU assisted Twinning and TALEX projects on behalf of the Ministry of Taxes; - Coordinating implementation of EU-Azerbaijan Action Plan on behalf of the Ministry of Taxes; - Researching international best practices in tax administration and preparing relevant reports/papers; - Coordinating VAT refund procedures to the diplomatic staff of foreign embassies and representations of international organizations;
Name and address of employer	Ministry of Taxes of the Republic of Azerbaijan 16, L.Landau, AZ1073, Baku, Azerbaijan E-mail: office@taxes.gov.az Website: http://www.taxes.gov.az
Type of business or sector	Civil service
Dates	December 2008 – June 2010
Occupation or position held	Chief expert of Human Resources Department
Main activities and responsibilities	<ul style="list-style-type: none"> - Maintaining accurate record of personnel files; - Preparing internal paperwork related to hiring/promoting /terminating employees; - Administering disciplinary actions, vacation planning and other related internal paperwork ensuring observations of local labor legislation.
Name and address of employer	Ministry of Taxes of the Republic of Azerbaijan 16, L.Landau, AZ1073, Baku, Azerbaijan E-mail: office@taxes.gov.az Website : http://www.taxes.gov.az
Type of business or sector	Civil service
Education and training	
Dates	2010-2013
Title of qualification awarded	Master degree
Principal subjects/occupational skills covered	Business Administration / Production and Operations Management
Name and type of organisation providing education and training	Azerbaijan State Oil Academy
Dates	2003-2007
Title of qualification awarded	Bachelor degree
Principal subjects/occupational skills covered	International Relations
Name and type of organisation providing education and training	Baku State University
Dates	2014-2015
Principal subjects/occupational skills covered	ACCA F3 Paper – Financial Accounting ACCA F7 Paper – Financial Reporting
Name and type of organisation providing education and training	GRBS Training Center

Personal skills

Mother tongue(s) Azerbaijani

Other language(s)

Self-assessment

Russian

English

Turkish

<i>Understanding</i>	<i>Speaking</i>	<i>Writing</i>
Proficient	Independent	Independent
Proficient	Independent	Independent
Proficient	Proficient	Proficient

Social skills and competences

- Team spirit / Team work;
- Good communication skills, as well as communication with foreigners, gained through the work experience;
- Good ability to adapt to multicultural environments

Job-related skills

- Mentoring skills (as a chief tax inspector of International Relations Department of the Ministry of Taxes I have been involved to the training process of junior staff of the Ministry and held trainings on the topic of "International cooperation and administration of tax treaties"
- Negotiation skills (I have participated in negotiations of "Taxation" chapter of Association Agreement with the European Union and negotiations of double tax avoidance agreement between Azerbaijan and Morocco).;
- Skills of preparing letters, reports, concept papers etc.

Other skills and competences

- Basic knowledge of OECD Model Tax Convention on Income and on Capital;
- Basic knowledge of International Accounting Standards and International Financial Reporting Standards.

Computer skills and competences

Good command of Microsoft Office tools (Word, Excel and Power Point)

Additional information

- I have attended several international events (conferences, workshops, forums etc.) on international tax cooperation related issues;
- I have attended seminars on "Time management" and "Presentation skills" held by KPMG Azerbaijan and seminar on "Practical application of tax treaties and international tax principles" jointly held by OECD and the Ministry of Finance of the United Arab Emirates.;