

Valeh Abdurahmanov

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WORK EXPERIENCE

DELOITTE & TOUCHE LLC

Accounting and Tax Compliance Consultant

Oct 2010 – Aug 2012

Duties:

- Providing full-scale accounting services (e.g. accounts receivable, accounts payable, general ledger) to clients and liaising with their suppliers and customers;
- Preparation of financial statements;
- Processing financial transactions in relevant accounting software applications;
- Be accountable for cash advances and maintain Daily Cash Reconciliation Book;
- Bank reconciliations;
- Payroll calculations for more than one hundred employees;
- Completion and filing of mandatory reports to the state authorities such as State Social Protection Fund, State Statistical Committee and Employment fund;
- Liaising with external auditors of client companies, provision of assistance during annual audits;
- Tax accounting, computation of corporation tax, VAT, WHT, personal income tax and etc., completion and filing of tax declarations and other mandatory statutory reports with the tax authorities;
- Carrying out tax review and tax due diligence of client companies;
- Liaising with the tax authorities, providing assistance to clients and representing them during tax audits carried out by tax authorities;
- Supervising junior staff by assigning tasks and responsibilities to them, ensuring the tasks are fulfilled in a timely, cost-effective way, actively promoting teamwork to attain goals.

BADR LLC

Marketing assistant

Apr 2010 – Sep 2010

Duties:

- Researching and meeting potential clients;
- Researching new products and their prices in the market;
- Organizing promotional events and marketing campaigns;
- Managing and maintaining product and data information;
- Liaising with customers and suppliers;
- Updating client companies with information on new products and campaigns;
- Attending meetings and company events.

EDUCATION

Sep 2012 – Sep 2013

Queen`s University Belfast
MSc. Accounting and Finance,

Notable modules:

Corporate Finance;	Data Analysis and Interpretation;
Money and Banking;	Research Methods and Techniques;
Accounting and Security Valuation;	Performance management and governance;
International Financial Accounting and Reporting.	

Sep 2004 – Jun 2008

Azerbaijan State Economic University
BSc. Finance and Credit,

Notable modules:

Finance;	Economic-Mathematical methods;
Accounting;	Social Economic Statistics;
Finance-Bank Statistics;	Tax system;
Bank Accounting;	Economic theory;
Economic Analysis;	Money, Credit and Banks.

Sep 1993 – May 2004

School # 52 named after M.I.Juvarlinski

INTERNSHIP

Jun 2007 – Aug 2007

“Parabank”, Accountant,

PERSONAL SKILLS AND COMPETENCIES

- Ability to work under high pressure and to meet tight deadlines;
 - Able to work individually or as part of a team;
 - Manage team members being in charge of projects;
 - Excellent communication and problem solving skills;
 - Self-motivated, organised and persuasive goal orientated;
 - Dynamic personality with high ethical standards;
 - Ensuring confidentiality at all times.
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LANGUAGE SKILLS

Azeri (native), English (fluent), Turkish (fluent), Russian (medium)

COMPUTER SKILLS

MS Office, advanced Excel skills (e.g. pivot table, vlookup), 1C (Accounting), SPSS, SAP

MILITARY SERVICE

Jul 2008 – Jul 2009 – Azerbaijan Military Forces, National Army (Finance department)

ACHIEVEMENTS

Aug 2012 – Winner of State Scholarship Program on Education of Azerbaijani Youth Abroad;

Jun 2004 – High university entrance score – 620 out of 700;

Jun 2008 – GPA is 4.7 out of 5 for bachelor degree.

REFERENCES Available on request