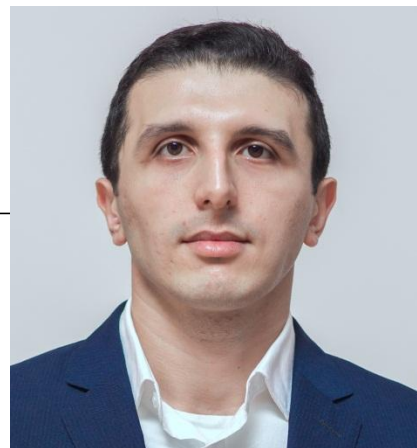


Emin Maharrami



Azerbaijan, Ganja city, Sadi street, flat 41, 13 July 1990
Mobile: +99451 8678913 , Email: maharramiemin@gmail.com ,

Skills and achievements

- Process purchase requisitions / orders within purchasing authority
- Receive an urgent request for a purchase outside of purchase authority at a time when the correct authority is absent and unable to give approval
- Recording Transactions and Events
- Preparing a Trial Balance (Basic)
- Preparing Basic Financial Statements
- Able to know Context and Purpose of Financial Statements
- Able to know The Qualitative Characteristics of Financial Information and the Fundamental Bases of Accounting
- The Use of Double-entry and Accounting Systems, Apply data analysis math
- Write communications to co-workers, management, suppliers, and both internal and external customers
- Write notes to senior management regarding supply / service requirements and comparative assessments of supplies and / or services to be purchased, etc.
- Write purchase requisitions / orders

Teamwork:

- Successfully winner of Qafqaz Business Case Competition, (certificated)
- Participating at Azerbaijan Business Case Competition
- Successfully winning with Team at Enactus (SIFE) Azerbaijan Competition, (certificated)
- Participating at Enactus (SIFE) World Cup Competition had been organized in Mexico . (certificated)
- Managed the induction and supervision of new members of administrative staff, joining the mixed age team.

IT literacy:

- Proficient user of MS Excel, MS Visio, MS Access, MS Outlook, MS PowerPoint, MS Word
- Competent user of Logo Tiger (Accounting)
- Proficient user of BTP (Accounting)
- Competent user of B3 (SSPF *)
- Entry level user of PDM (Quantitive Analys)
- Proficient user of SunSystem (Accounting, Procurment)
- Entry-level user of Gunesh 2.1 (Accounting)
- Entry-level user of Oracle Primavera PG R 8.3.2

** State of Social Pension Fund*

Languages:

English – Upper Intermediate

Russian- Entry level

Azerbaijan-Mother tongue

Turkish- Fluently

Education and qualifications

2008 – 2014	Qafqaz University, Faculty of Economics and Administration / Business Administration Department, Graduate with red diploma (GPA 93.28)
2014	ACCA F3- Financial Management certificate, Financial Management

Seminars and Trainings

2014	ACCA F3 Course (certificate)
2014	1st scientific symposium, Industry engineering and the role of Industry engineering at intensive growing of local companies , Qafqaz University (certificated)
2014	" Career Planning and Career progressing at Coke Cola Bottles " panel at Qafqaz University CEO, General Manager of Coke Cola Bottles Cem Becel , HR Manager Banu Kokoz and other department staff (Finance, Production,Marketing, PR), (certificated)
2014	"Entrepreneurship,Innovation and business model" conference at Baku Bysiness Center Co-CEO of Middle East Technical University (METU) TechnoPark Ufuk Batum, (certificated)
2013	Barama Project, Mobile Marketing , Imran Baghirov, official building of "Azercell"
2012	Seminar. Turkish Aeronautical Association University prorector Prof. Murat Ali Yülekin,
2012	CAMELS Rating, Yusuf Gül , KuveytTurk bank creditor department, At KuveytTurk Bank Istanbul , Turkey
2012	1st Baku International scientific conference, Ministry of Culture and Tourism Republic of Azerbaijan and Advertising Alliance, at Hilton Otel
2012	Leadership seminar, Dosent Rasim Abutalibov,at Park Inn

Employment history

2014 August -2014 December	NortWest Construction Company, Procurement Department (Junior Specialist)
2013	Central Bank of Azerbaijan Republic,Baku ,Azerbaijan . Market Operation Department ,Risk Management department (Assistant)
2012	KüveytTürk Bank, Istanbul, Turkey Market Operation, Internal Audit, (Assistant)

References

Nesimi Kamalov , nkamalov@qu.edu.az , 0503961165
Qafqaz University , Head of Business Administration Department

Firudin Sultanov , fsultanov@qu.edu.az , 0557402179
Qafqaz Universiteti , Head of Accounting and Audit Department