


## Curriculum Vitae **Amiraslan Aliyev**

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<b>OBJECTIVE</b>	I am looking for a position at a growth-oriented enterprise, which it will allow me to exploit my educational business background, acquire new skills and become a member of dedicated successful team.
<b>PROFILE</b>	My capabilities include meeting tight deadlines, organizing tasks and finding quick solutions, communicating effectively with each team member. I'm very responsible, enthusiastic and self-motivated person. I hope my strong will to start a career and become a true professional and valuable employee for your enterprise will add strength for future success.
<b>EDUCATION</b>	<p><b>Bachelor Degree</b> in Business administration from Azerbaijan State Economic University (2005 – 2009)</p> <p><b>Master Degree</b> in MBA (Finance) from Azerbaijan State Economic University (2010-2013)</p>
<b>WORK EXPERIENCE</b>	<p><u><b>Nurgun Group</b></u> 2010-2011</p> <p style="padding-left: 40px;"><b>Position – Accountant</b></p> <ul style="list-style-type: none"> <li>• Bookkeeping warehouse;</li> <li>• Responsible for receiving and distributing invoices and other correspondence;</li> <li>• Responsible for maintaining monthly board meetings' minutes (prepare agendas).</li> <li>• Archive all needed documents;</li> <li>• Register of received invoices;</li> <li>• Inventory and documentation</li> </ul> <p><u><b>DNS Computers</b></u> 2011-2012</p> <p style="padding-left: 40px;"><b>Position –Accountant</b></p> <ul style="list-style-type: none"> <li>• Bookkeeping warehouse;</li> <li>• Responsible for receiving and distributing invoices and other correspondence;</li> <li>• Responsible for maintaining monthly board meetings' minutes (prepare agendas).</li> <li>• Archive all needed documents;</li> <li>• Register of received invoices;</li> <li>• Inventory and documentation,</li> <li>• Assisted administrative support in preparing forms and statements, contracts.</li> </ul>

**Vision Fund Azercredit Non-Banking Credit Organization (Financial industry)**  
2012-2013

**Position – internal audit assistant**

- Assisting with internal audit of the annual financial statements and the loan portfolio review Azercredit;
- Assisting internal auditor in the day-to-day delivery of internal audit and fraud examination activities for an entire organization including head office and branches;
- Documenting systems and processes, testing internal controls;
- Identifying areas of potential fraud and performing audit tests;
- Gathering audit evidence, and completing other audit applicable procedures;
- Assisting in editing, translating and presenting the reports;

**Vision Fund Azercredit Non-Banking Credit Organization (Financial industry)**  
2013-2014

**Position – Internal Auditor**

- Checking all departments and branches of the organization
- Assist the Leading Auditors in discharging his responsibilities and follow up on assignments
- Conduct assigned audit engagements from beginning to end  
Maintain appropriate work papers and audit documentation in accordance with internal policies and procedures
- Proactively interact with key subsidiary contacts to gather information, resolve problems, and make recommendations for and follow up on process improvements
- Research and analyse accounting, reporting, auditing and other related issues and make conclusions
- Comply with all internal policies and procedures
- Perform other related duties as assigned.

**Vision Fund Azercredit Non-Banking Credit Organization (Financial industry)**  
2014-

**Position – Leading Internal Auditor**

- Prepares initial draft of audit report for review and approval by Audit Manager;
- Perform loan portfolio audit;
- Perform financial and accounting audit and audit engagements on operational processes;
- Work closely with management team and in-house legal counsel to maintain operational and legal compliance;
- Document findings and comments in audit work papers for continuous improvement;
- Completes other related duties as assigned, including participating in special projects and investigations, policy and procedures reviews;
- Checking all departments (including: Finance, HR, Legal, Marketing, IT) and branches of the organization
- Assist the Senior Auditors and Department manager in discharging his responsibilities and follow up on assignments
- Conduct assigned audit engagements from beginning to end  
Maintain appropriate work papers and audit documentation in accordance with internal policies and procedures
- Evaluating efficiency and adequacy of internal control systems

	<ul style="list-style-type: none"> <li>• Proactively interact with key subsidiary contacts to gather information, resolve problems, and make recommendations for and follow up on process improvements</li> <li>• Research and analyse accounting, reporting, auditing and other related issues and make conclusions</li> <li>• Comply with all internal policies and procedures</li> <li>• Perform other related duties as assigned.</li> </ul>
<b>MILITARY SERVICE</b>	I have been in military service. (2009-2010)
<b>COMPUTER SKILLS</b>	Microsoft Office (Word, Excel, PowerPoint), Outlook Express, 1C, Logo Gold
<b>LANGUAGES</b>	Azerbaijani – Native, English – Upper-Intermediate, Russian – Pre-intermediate
<b>REFERENCES</b>	Are available upon request
<b>INTERESTS</b>	Sports (swimming, playing a chess, football);
<b>Certificates and trainings</b>	<p><b><u>Course and trainings</u></b>      <i>MIS Training Institute-Forensic Auditing, Netherlands, Amsterdam 3-5<sup>th</sup> November 2014</i></p> <p><i>Headstart International-Financial accounting (F3), Managerial accounting (F2), Financial Reporting (F7), Azerbaijan, Baku</i></p> <p><b><u>Accounting Education</u></b>      <i>ACCA (Association of Chartered Certified Accountants )- F1 (exemption), F2 (passed), F3 (passed), F7, F8 (expected)</i></p> <p><b><u>Practice</u></b>      <i>Shollar Bottling Company Ltd</i></p> <p><b><u>Achievements</u></b>      <i>1st International Student Conference, Azerbaijan State Economic University, Azerbaijan, Baku 10-12th December</i>  <i>2nd International Student Conference, Azerbaijan State Economic University, Azerbaijan, Baku 13-15th December 2006 “Economic Growth-2006”</i></p>

All additional information and references will be kindly provided upon request