

KHALEDDIN RZAYEV

Finance Manager

Baku.42 Shiklinsky street. apart 34

Phone : +994559294950

Mail: xaleddinr@gmail.com



Personal information:

DOB : 25.07.1990

POB : Baku , Azerbaijan

Current city : Baku , Azerbaijan

Period of military service : 01.07.2011-01.07.2012

Education:

Azerbaijan Economic University (bachelor's degree):

Program : International Economic Relations

Faculty : International Economic Relations

September, 2007 - June, 2011 (GPA : 5/5)

Diploma with honors

-The member of Scientific Council

-The member of Student Youth Organization

Main courses :

- International Economic Relations - 5/5
- Theory of Economics - 5/5
- Statistics - 5/5
- Econometrics - 5/5
- Accounting and audit - 5/5
- Finance - 5/5
- Money, credit and banks - 5/5
- Tax and taxation - 5/5

Oafqaz University (master's degree):

Program : MBA, IT management

Faculty : Graduate school

Department : IT management

Instruction language : English

September , 2012 - June,2014 (GPA:85.62/100)

-The member of "Thought" club

Main courses :

- Strategic Planning and Implementation - 85/100
- Change Management - 91/100

- Managerial Economy - 88/100
- Management of E-commerce system - 92/100

Work experience:

Nurgun Group - Finance manager

April, 2013 – present

Responsibilities :

- ✓ Cash flow control
- ✓ Management accounts
- ✓ Cost management
- ✓ Budget preparation
- ✓ Financial forecasting
- ✓ Working with debtor/creditor accounts
- ✓ Preparing interim and yearly balance sheet reports
- ✓ Carrying out deposit transactions, internal and external bank payments
- ✓ Controlling of expenses
- ✓ Reporting to Finance Director and CEO

Nurgun Group - Chief Accountant

January, 2013 – March, 2013

Responsibilities :

- ✓ Responsible for day to day finance and accounts operations
- ✓ Performing full set of accounts and ensure timely closing of accounts
- ✓ Review & approving payment vouchers & journal entries
- ✓ Developing and maintaining internal control and effective accounting system and policies for the set up

Nurgun Group - Accountant

October, 2012 – December, 2012

Responsibilities :

- ✓ Analyzing Accounting Records
- ✓ Computing Taxes
- ✓ Developing Budgets
- ✓ Managing Employees

Skills (Management):

- ✓ Predicting future trends
- ✓ Decision making
- ✓ Managing budgets
- ✓ Effective delegation
- ✓ Conflict resolution

Skills (Personal):

- ✓ Attentiveness to detail
- ✓ Communication skills
- ✓ Good IT knowledge
- ✓ Presentation skills
- ✓ Problem solving
- ✓ Analytical mind
- ✓ Negotiating

Certificates :

F1 (ACCA qualification) – Accountant in Business (exemption)

F3 (ACCA qualification) – Financial Accounting (72%-pass)

Language skills :

Azerbaijan – Native

Turkish – Advance

English – Advance

Russian – Intermediate

Computer skills :

Microsoft Office :

Excel - Advance , Word - Advance, PPT - Upper Intermediate , Outlook - Upper Intermediate

Accounting :

1C - Advance, Logo - Upper Intermediate , Micra - Upper Intermediate , Tiger - Upper Intermediate

Referees :

Roza Ismayilova : PhD , Lecturer of Qafqaz University.

Mail: rismayilova@qu.edu.az

Mobile: 0513202202