# **BACKGROUND INFORMATION**

Date of Birth: 16 October 1981

Place of Birth: Baku, Azerbaijan

Citizenship: Azerbaijan

Contact Information: (994 50) 359 0900

E-mail: amil81@gmail.com

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# **EDUCATION**

Azerbaijan State Economic University

Degree: Bachelor

**MILITARY STATUS**

2002 – 2003 - Internal Forces of the Azerbaijan Republic

**LANGUAGE SKILLS**

Azerbaijani - native

English and Russian – fluent

# **WORK EXPERIENCE**

**DDlar Group CJSC** (construction company)

April 2015 – October 2015

Position: **Commercial Administrator**

**Duties :**

* Preparing and negotiation of cost estimates, budgets, and work timetables
* Resolving contractual and commercial problems
* Ensuring that the financial aspects and impact of a contract are clear to all parties
* Report on work progress and budget matters to clients and vendors

**DDlar Group CJSC**

June 2014 – March 2015

Position: **Administrative Departament Manager assistant**

**Duties :**

* Provide executive administrative assistance within the whole company
* Scheduling and arranging meetings and other events, travel arrangements and expense processing
* Manage office supply inventory and process office supply orders

**Sanofi Group Azerbaijan** (pharmaceutical company)

February 2013 – August 2013

Position: **Supply Chain Specialist**

**Duties :**

* Prepare forecasts and inventories for reports to the company's management team
* Negotiate and manage contracts with suppliers
* Track shipments and stock levels
* Monitor overall performance to make sure targets are being met

**“AZERENERJI” JSC**

November 2004 – January 2013

Position: **Lead accountant**

**Duties :**

* Record operating transactions (asset, liability, expense, revenue and equity)
* Preparing of accurate and complete financial statements
* Keeping of management informed of area activities and of any significant problems
* Preparing of company payroll; resolving accounting or documentation problems and discrepancies

**“ALSTOM-SWITZERLAND” LTD**

November 2004 – November 2007

Position: **Company representative**

# **Duties:**

* General office duties, checking the quotes with local suppliers/vendors for purchasing or servicing
* Assisting in Inventory and Logistics matters; distributing of the sales invoices
* Getting confirmation from customers on receipt of bits sales invoices and payment

# **COMPUTER & OFFICE EQUIPMENT SKILLS**

OS Windows; MS Office; 1C Accounting; Taxes and SSPF (DSMF – B1, B3) software