###### Curriculum Vitae **Samir Aliyev**

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|  | Address | S.Bahlulzadeh 34a, Baku, Azerbaijan |
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| **objective** | I am looking for a position at a growth-oriented enterprise, which will allow me to exploit my educational business background, acquire new skills and become a member of dedicated successful team. | |
| **Profile** | 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. | |
| **education** | **Bachelor Degree** in Accounting, analysis and audit from Azerbaijan State Economic University (2009 – 2013)  **Master Degree** in Accounting, analysis and audit from Azerbaijan State Economic University (2013-2015) | |
| **work experience** | ***AzMeCo (****Chemical industry****)***  10-10-2011 – 16-06-2012  **Position – Assistant of accountant**   * Assistant in bookkeeping warehouse; * Responsible for receiving and distributing invoices and other correspondence; * Responsible for maintaining monthly board meetings’ minutes (prepare agendas). * Archive all needed documents; * Register of received invoices; * Inventory and documentation, * Assisted administrative support in preparing forms and statements, contracts.   ***PwC Azerbaijan (****Financial outsourcing company****)***  20-09-2013 – 09-01-2014  **Position – Junior Tax Consultant (Account Payable)**   * Receive and verify invoices and requisitions for goods and services * Verify that transactions comply with financial policies and procedures, Data enter invoices for payment * Process backup reports after data entry * Maintain listing of accounts payable * Data enter of payroll information * Verify pay amounts, hours of work, deductions, etc. * Provide administrative support in order to ensure effective and efficient office operations   ***Vision Fund AzerCredit (non-banking organisation)***  09-01-2014 -…  **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; * Auditing all departments and branches of the organization; * Maintain appropriate work papers and audit documentation in accordance with internal policies and procedures; | |
| **Computer skills** | Microsoft Office (Word, Excel, PowerPoint), Outlook Express, Internet Explorer, 1C - *Advanced* | |
| **languages** | Azerbaijani – *Native*, English – *Upper-Intermediate*, Russian – *Excellent* | |
| **REFERENCES** | Are available upon request | |
| **INTERESTS** | Sports (table tennis, football); reading historic books;  Intellectual games | |
| **Certificates** | **“Industrial Energy Audit Analysis for Bankable Projects”**  PWC Azerbaijan, 10-12.09.2013  **“Internal Audit and Internal Control”**  Pasha-Life, 14-15.04.2014  Language Services Direct  **“Intermediate”**  **“Upper-intermediate”** |