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|  | **Ahmad Naggayev**  M.Magomayev str.3/12 (Old city) | Sabail district, Baku, Azerbaijan | +994503223177 | +994124371236  [ahmad.naggayev@gmail.com](mailto:nafasovagulnar@gmail.com) | |
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| **Profile** | | |
| * Strong international financial accounting (ACCA-F1,F3 papers) background. * Leadership potential and good team worker * Ability to work under pressure * Hospitality experience in 5 stars luxury hotel of Azerbaijan * Past trainer experience (F&B Master classes) * United States customer relations experience | | |
| **Experience** | | |
| Assistant Finance Manager/ Trainee | | 6/1/2014 — present |
| SYSLAB Baku Center, UNDP Azerbaijan   * Divide tasks by positions * Directly management in preparing financial statement * Preparing daily report for PC members   **Result: Taught working with international accounting standards to participants.** | | |
| Front Server | | 4/1/2012 — 3/1/2014 |
| Four Seasons hotel, Baku, Azerbaijan   * Daily providing of best service to the guest * Be knowledgeable about hotel products/service and polite to the guest * Take initiative during taking food or beverage order   **Result: Full compliance of standards of Four Seasons Hotel**    VOLUNTEERING AND INTERNSHIP EXPERIENCE  Transport volunteer/team leader  *U-17 2012 FIFA Championship Baku Azerbaijan 8/26/2012—9/30/2012*  Renovation/ volunteer  *Renovation of old church Escourolles France 8/3/2011—3/24/2011*  Account intern in "AzMuhasib"  *Carrying out accounting records on the " AzMuhasib " program 06/1/201008/12/2010*  Costumer Relations intern/ Host  *Interact with customers to provide and process information in response to inquiries, concerns and requests about services of the park.*  *Six Flags MM, United States California Los-Angeles 06/01/2009—10/10/2009* | | |

**Education**

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| Accounting and Auditing  *Baku Business University* | *9/15/2008 — 6/25/2012* | | |
| ACCA/ F3  GRBS & Distance Education 6/1/2013—1/3/2014 | | |  | |
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| **Key Skills**  Languages:  Azerbaijani reading/speaking/listening native  Avaric reading/speaking/listening native  English reading/speaking/listening adv./fluent/adv.  Russian reading/speaking/listening adv./fluent/adv.  Turkish reading/speaking/listening Itrm./fluent/adv.  Computer: MC Office (Word, Excel), Windows 7.  Driver License: BC  Other skills: Professional swimming (certified lifeguard).  Few words which describe me: More doer than thinker | |  |
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