**NURANA NOVRUZALIYEVA**

Y/Guneshli 50A, Baku, Azerbaijan Az1133 | +994 12 4783918 |+994 55 5221251 | n.nurana@gmail.com

**Personal Information**

* Date of Birth: January 22, 1989
* Marital status: Single
* Nationality: Azerbaijanian

**Skills**

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| --- |
| * Strong communication skills * Superior attention to detail * Self-motivated professional * Ability to quickly acquire new knowledge and skills and apply it in daily work activities * Ability to operationalize strategic planning into day-to-day operations * Coordination of activities of volunteer groups * Ability to work independently and as a team member |

**Education**

**ACCA (Association of Chartered Certified Accountants)** 2013- at present

F1 – Exemption, F2- Passed, F3 - Passed

**MBA**: **Finance**  2013  
Azerbaijan State Economic University  Baku, Azerbaijan

**Bachelor**: **Statistics**  2011  
Azerbaijan State Economic University  Baku, Azerbaijan

**Work History**

**Assistant Director of Finance**  Apr 2013 - Current  
"NJT Group" Baku, Azerbaijan

* Analyzed budgets, financial reports and projections for accurate reporting of financial standing.
* Prepared accurate financial statements at end of the quarter.
* Filed tax returns and prepared governmental reports in compliance with strict standards.
* Bank reconciliation.

**Accountant**  Jun 2009 - Apr 2013  
"Delta Group" MMC Baku, Azerbaijan

* Generated financial statements and facilitated account closing procedures each month.
* Compiled general ledger entries on a short schedule with nearly 100% accuracy.
* Computed taxes owed by applying prescribed rates, laws and regulations.
* Filed tax returns and prepared governmental reports in compliance with strict standards.

**Computer Instructor**  Jan 2007 - Jun 2009  
"Elton" Education Center Baku, Azerbaijan

* Improved student's computer skills by introducing Office and other programs.

**Language Skills**

* Azerbaijani – Native
* English – Good
* Russian – Good

**Computer Skills**

MS Office (Word; Excel; PowerPoint; Outlook)

Netsis accounting program

1C accounting program

BTP, B3.