**Curriculum Vitae (CV)**

**1. General information.**

**Photo:**  **Name:** Nijat **Last name:** Guliyev **Middle name:** Zakir **Date of birth:** 04/11/1992 **Place of birth:** Azerbaijan, Baku **Citizenship:** Azerbaijani **Contact numbers:** (+994)503665900 (work), (+994)506268892 (common), (+994)125952142 **E-mail:** [nijatguliyev@yahoo.com](mailto:nijatguliyev@yahoo.com) **Marital status:** single **Military status:** served in armed forces **Address:** Baku city, Nasimi district, Hazi Aslanov street, home № 48 **Driving license:** BC category

**2. Education.**

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| **Degree** | **Name of organization** | **Study Field** | **Years of study** | **Achiements** |
| Secondary school | Secondary school № 1 | Secondary school programme | 1998-2009 | Almost all the marks are “5” (A) |
| Bachelor degree | Academy of Public Administration under  the President of Azerbaijani Republic | State administration and management | 2009-2013 | Scored 585 points (from 700), graduated with CGPA of 96 (top is 100) |
| Master degree | Azerbaijan State Economic University | Economics | 2013- up to now (graduate in 2017) | Scored 118 points (from 150), free tuition, nonresident education |
| Training course | Institute of International Relations in Dusseldorf, Germany | German language | 2013 | Passed exams successfully |

**3. Work experience.**

**1. Organization:** SIFE (Students in Free Entreprises) Azerbaijan **Job position:** PR and HR manager **Period:** October 2009- June 2011 **Skills:** analyses of new market segments, arrangement of meetings with investors, project management, SMM, advertisement in network, recruitment of new team workers, attraction of qualified and motivated students to SIFE, writing statistical reports, data analyzing, entering new data and information **Programs used:** Microsoft Office, Adobe Photoshop, Core l Draw, Prezi

**2. Organization:** Freelance Accountant`s assistant **Job position:** Accountant`s assistant **Period:** January 2008- June 2013 **Skills:** Working with accountancy reports, balance sheets, income statement, revenue calculation, tax recording, tax reporting (simplified tax, VAT, income tax and etc), calculation of expenses, calculation of depreciation within several methods, various transactional operations, business plan management. **Programs used:** Microsoft Office, 1C:Бухгалтерия 7.7 (and 8.0) Accountancy program, BTP tax recording program, B1 program for making reports to SSPF, “Günəş” system.

**3. Organization:** IT manager`s assistant **Job position:** Internship **Period:** February 2010 - May 2010 **Skills:** computer repairing, matching the problematic areas of computers, check-up of computers, OS optimization and working with TCP/IP protocol **Programs used:** Microsoft Office, Adobe Photoshop, Defrag and other programs for analyzing computer

**4. Organization:** Executive power of Sabail district **Job position:** Internship **Period:** July 2011- August 2011 **Skills:** analyzing of data and statistical information, legislation of Azerbaijani Republic, solution of social problems of population **Programs used:** Microsoft Office

**5. Organization:** New training courses (Quality) **Job position:** PR and HR manager **Period:** January 2013- January 2014 **Skills:** recruitment of workers, using and drawing up own tests in various fields, gradual phased estimation of vacancies, writing reports to State Service of Occupation and Committee of Statistics, making labour contracts, calculation of vacation fees and etc, working with HR documentation, time sheets, salary tables and etc., writing press-releases, SMM, advertising the information in networks, using diverse marketing methods, making statistical reports, analyzing and entering new data **Programs used:** Microsoft Office, Prezi, Adobe Photoshop

**6. Organization:** New training courses (Quality) **Job position:** Tutor of logics and English, copywriter  **Period:** January 2013- January 2014 **Skills:** Training bachelors for passing SSAC`s exams for master`s degree, teaching students to learn English by using new methods, copywriter of articles, reports, assignments, thesis works, essays and etc. **Programs used:** Microsoft Office

**7. Organization:** State Social Protection Fund **Job position:** Internship  **Period:** May 2013- June 2013 **Skills:** calculation of pension and retirement fees, summing the individual accounts of citizens, recording personal data, working with the documentation which are performed by companies, social security documentation. **Programs used:** Microsoft Office, B1 program

**8. Organization:** Azercell LLC **Job position:** VAT Accountant **Period:** February 2015 – up to now **Skills:** VAT reporting, calculation of VAT account`s cash, tax of income sources, month, making quarter and annual statistical reports, analyze deposit account of the company and all the transactions connected with VAT **Programs used:** SAP program, Microsoft Office (especially Microsoft Excel and Microsoft Outlook)

**4. Additional information.**

**Language skills:**

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| --- | --- | --- | --- | --- |
| **Language** | **Listening** | **Speaking** | **Writing** | **Reading** |
| **Azerbaijanian (mother)** | excellent | excellent | excellent | excellent |
| **Russian (mother)** | excellent | excellent | excellent | excellent |
| **English** | very good | very good | very good | very good |
| **German** | good | good | good | good |

**Computer skills:** MS Office, Adobe Photoshop, Corel Draw, 3DsMax Studio, 1C: Бухгалтерия, SAP, BTP, B1.

**Driving license:** BC category, expiration date - 12/11/2020.

**Military status:** Served in the Armed Forces of Azerbaijani Republic (January 2014 – January 2015 – National Guard of Azerbaijani Republic)

**Courses:** IT courses, 3DsMax courses, MS Office, Accountancy courses, IELTS test (in preparation period), ACCA F3 and CFA (in preparation period)

Sertificates: Various certificates in essay writing, Certificate from Youth for Peace Ambassadeurs European Council about Peace Building, Conflict and Multicultural Dialogue conferences.