**Curriculum Vitae**

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| **Name: Heydarov İlgar**  **Address:** AZ1033, Baku, H.Aliyev ave. 83/3 apt 30  **Telephone:**  (+99412) 514 05 33; (+99450) 790 77 00;  **E-mail:** iheydarov@gmail.com  **Date of Birth:** 16 July 1987  **Place of birth:** Baku, Azerbaijan  **Nationality:**  Azerbaijani  **Sex:**  Male  **Marital Status:** Single |
| **Education:**   * 1994-2005 – Ecological lyceum, Baku, Azerbaijan * 2005-2009 – Azerbaijan State Oil Academy   + Faculty – International Economic Relations * 2010-2012 – Azerbaijan State Economic University (ASEU)   + Faculty – Finance (MBA) Master Degree   **Certificates:**   1. Certified for successfully completing American English courses in İnternational Learning Center (İLC) 2. Certified for completing training in following criteria:    1. Customer Service.    2. Teamwork and Leadership.    3. Being Punctual 3. Certified for completing a cross cultural J-1 Visa work exchange program in the United States of America. 4. Have successfully Completed participation with Aspect in the Summer of the year 2008 at *Six Flags Magic Mountain in Los Angeles, CA* as an international exchange worker. Worked as Cashier, Lead and then Supervisor. 5. Certified for attending seminar on “Procurement of Information Technology” by *The World Bank Regional Office for the South Caucasus (Tbilisi, Georgia held in February 2012)* |
| **Other Training:**   1. Attend a Training Course on **Special Accounting 1C 8.0** , Presented by ***“JALAL-I”*** held between 10.08.2011 – 10.09.2011 2. Attend a Training Program on **“Financial Management for Development Projects” by *ITC International Training Centre****, Turin, Italy* held between 11/06/2012 – 22/06/2012 (Certificate number: 2012/A905041/12) 3. Attend on **“Regional Fiduciary Training for Financial Management Staff” by *the WORLD BANK****, Odessa, Ukraine* held between 15/04/2013 – 18/04/2013 |
| **Military service:**   * Served in Internal Forces |
| **Computer Skills:**   * Microsoft Office 2000/XP/2003/2007 * Internet, e-mail * Good knowledge of Office Programs * Special Accounting System 1C 8.0 |
| **Language:**   * Native Azeri * Higher Intermediate English * Fluent Russian |
| **Driving license:** Category “BC” |
| **Personal Skills:** Communicative, Flexible, Punctual, Hardworking, Attentive |

**Professional Experience**

***Project name:*** *Azerbaijan Rail Trade and Transport Facilitation Project financed by WORLD BANK*

***Year:*** November 2010 – November 2011

***Company name:*** *“AZERBAIJAN RAILWAYS” CJSC*

***Position held:*** *Group assistant*

**Activities performed:**

* Assist the PIU staff during procurement and financial activities;
* Organize meetings and workshops;
* Handle routine project correspondence and communications;
* Maintain a project filing;
* Help with document translation and interpretation, as needed;
* Contribute to the preparation of project documents, studies and materials;
* Maintain the project accounting books and records, including any general ledger and subsidiary ledgers, and ensure that there is proper and adequate documentation to support all of the project's transactions;
* Establish accounting and internal control procedures to ensure that the assets of the project are properly safeguarded;
* Support to FM specialist for Monitor payment terms and conditions of contracts within the project
* Keeping records of all activities involving expenses;
* Prepare bank transfer and payment documentation for funds held at the bank(s) used by the project, including any bank(s) used for the project’s Designated Account;
* Cooperate with ADY Financial Department and with others, submit reports them within agreed deadlines;
* Closely worked with Financial Manager Specialist.

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***Project name:*** *Azerbaijan Rail Trade and Transport Facilitation Project financed by WORLD BANK*

***Year:*** November 2011 – present

***Company name:*** *“AZERBAIJAN RAILWAYS” CJSC*

***Position held:*** *Project Accountant*

**Responsibilities:**

* Prepare project progress reports for ADY and related state agencies;
* For reporting purposes develop supervision and monitoring tools over the financial transactions including project accountancy being in conformity with international financial reporting standards and local accountancy standards;
* Establish cooperation with local financial agencies;
* Filling of applications;
* Organize annual audit of the ADY’s and project accounts;
* Assist in implementation of auditor’s recommendations;
* Participate in preparation of financial parts of bidding documents;
* Support the PIU financial management specialist in monitoring of payments on the contracts within the project;
* Carry-out other related activities as agreed with the PIU Director or PIU Manager;
* Establish and maintain full and comprehensive filing system on the accountancy;
* Monitor over financial transactions carried out under Czech Export Bank Credit financed activities.