**Madina Fattahli**

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**PERSONAL SUMMARY**

* **Multilingual** (Fluent Russian + Turkish) 3rd year Business and Management (Accounting) student on a target for **a 1st class degree**
* Have demonstrable experience as an intern in the financial sector (Banking)
* Developed my numeracy skills through my university modules and working as a cashier
* Have strong analytical, numeracy and leadership skills
* I will get **8 exemptions** from **ACCA (F1-F6, F8, F9**) qualifications on completion of my degree
* Good practical knowledge of **Sage 50 Accounts** and **Sage 50 Payroll**

**EDUCATION**

**2013-2015 BSc Business and Management (Accounting) Brunel University**

**3rd year modules**

Taxation, Strategic Financial Management, Issues and Controversies in Accounting Project,

Auditing and Assurance, Business Ethics, Environmental Sustainability and Governance

**2nd year modules (2.1)**

Management Accounting (Planning and Controlling) **(A+)**, Business Law **(B)**

Principles and Practices of Financial Accounting **(A)**, Management Accounting (Decision Making) **(B+)**

Quantitative Methods in Business and Management **(B-)**, Accounting Information System (Sage 50 Accounts) **(D)**

**1st year modules (1.1)**

Managing Information Technology  **(A\*)**, Principles and Practice of Marketing **(A),** Introduction to Accounting **(A)** Introduction to Management Enquiry **(B-),** International Business Environment **(B),**

Organizational Behavior and Analysis **(C),** Interactive Learning Skills and Communication **(A),**

**2011-2012 Advanced English Qafqaz University, Baku**

**2011 GSCE (equivalent) Xirdalan High School, Baku**

NOTE: 16 GSCE at grades **A-B** including Math **(A)** and English **(B)**

**RELEVANT EXPERIENCE**

**June 2012- July 2012 Intern: Treasury Assistant Bank of Republic, Baku**

* Managed the daily cash position to balance in-flows and out-flows
* Assisted with income statements, budget statements and balance sheets that increased the responsibility of handling multitasking.
* Assisted with reporting to managers about urgent inflows and outflows of the currency that strengthen my attentiveness to detail and communication skills
* Received strong feedback from supervisor for accuracy and eye for detail

**OTHER EMPLOYMENT**

**July 2012 – December 2012 Cashier “Sahil Construction Qroup” MMC**

* Served customers and was dealing with cash transactions that developed my customer service skills
* Handled high volume sales under pressure that helped me work more efficiently and effectively

**November 2011 – May 2012 Maths Tutor 5 – 9 grade students**

* Enabled me to develop my numeracy skills as well as communication and listening skills
* Used to teach mathematics to the group of 5 people who were in their secondary school

**June 2009 - August 2009 Sales Assistant Family Business (Trading)**

* Handled complaints, which helped me achieve high level of customer satisfaction.
* Served customers, demonstrating efficiency, flexibility and adaptability which increased my communication and negotiation skills.

**COMPUTER SKILLS**

* **ECDL (European Computer Driving License):** Fully qualified from Microsoft Office programmes
* **Advanced Excel skills:** Good in writing macros, using formulas and manipulating data using pivot tables
* **Sage 50 Accounts:** Knowledge gained through university module (now studying towards getting international certificate)
* **Sage 50 Payroll:** Developed through professional trainings in university business programme.
* **SAS Enterprise Guide:** Attended professional trainings and used to work on it for my statistical report

**KEY SKILLS**

* **Numeracy skills:** Have scored above average in math modules in high school and further developed through teaching math and studying in accountancy
* **Analytical skills:** Discovered more efficient and productive way to complete a particular job task
* **Team leader:** Worked with a team of 4 students to produce a business plan for a university project in my first year.
* **Presentation skills:** Confident presentation skills with professional look
* **Organization:** Always considered time management as a key to be excellent student and devoted most of my time and effort to present best performance

**LANGUAGES**

* **English** (fluent in academic and spoken language)
* **Russian** (fluent in academic and spoken language)
* **Azerbaijani** (fluent, native language)
* **Turkish** (fluent in spoken language)

**INTERESTS AND RESPONSIBILITIES**

* **Music**: Amateur piano player since 12 years old (played piano in school concerts)
* **Photography**: Attending photography classes on the university campus every week
* **Swimmer:** Enjoy swimming in my leisure time and find it the best way to keep fit
* **Keen basketball player:** Played in the school team in Russia and my teamwas selected as the best team
* **Tennis Player:** Enjoy playing tennis in my spare time

**REFERENCES**

* References are available upon request