**RAMILA NAZAROVA**

**Date of birth: 28.04.1991**

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***PERSONAL PROFILE***

Educational background in Business Administration;

Having Financial ACCA/F1 and F3 Certificates;

Knowledge in 1C:7.7 program;

Strong mathematical skills and attention to details;

Organizational and problem-solving skills;

Strong willingness to learn new things and ability to work under pressure.

***PROFESSIONAL EXPERIENCE***

**Internship, Finance Department**

**Buta Insurance December 2014 – up to date**

Analyzing and typing financial documents to MS Excel and 1 C program;

Gaining experience both in insurance and finance.

**Internship, Finance Department October 2014 – November 2014**

**SYSLAB Baku Centre, UNDP Azerbaijan, MLSPP**

Organizing trainings in learning 1C:7.7 program;

Preparation of income statements, balance sheets;

Psychological and motivational trainings.

**Achievement:**

* **Most participants had information in Financial Accounting**
* **Kept motivated the group members**

**Translator 2 – 9 Oct. 2013**

**Central Election Commission of the Azerbaijan Republic**

Greeting foreign politicians and accompaning them;

Visiting to the districts in Sumgait with the member of OSCE and translating documents;

Giving questionnaries and interviewing electors.

**Achievement:**

* **Successful work with different cultural people.**

***EDUCATION***

**Production and Operation Management, Master degree (MBA) 2012-2014**

***Azerbaijan State Oil Academy & Georgia State University (USA)***

**English Language (Translator), Bachelor degree 2008-2012**

***Azerbaijan University of Languages***

***CERTICATES***

**Financial Accounting/F3***(58%)* **– ACCA 22.May.2015**

**Accountant in Business/F1 – ACCA 08.May.2015**

**SYSLAB – SYSLAB Baku Centre, UNDP Azerbaijan, MLSPP 01.December.2014**

**IELTS** *(score 6.5)* **– *British Council*  24.May.2014**

**1C:7.7 program** *(Accounting)* **– *Balans Educational Centre*****24.April.2014**

***LANGUAGE SKILLS***

* **Azerbaijani** - reading/writing/verbal - **Native**
* **English** - reading/writing/verbal - **Excellent**
* **Russian** - reading/writing/verbal - **Bad**
* **Turkish** - reading/writing/verbal - **Excellent**

***COMPUTER SKILLS***

Advanced knowledge of widely used operating systems ***(Windows 7, Internet)***, Microsoft Office programs ***(Word, Excel, Power Point)***