

***Salahov* Rufat**

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Date of birth: 29.02.1984

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**EDUCATION**

01.09.2005-30.06.2007 **Western University**,

Master with major: Juridical Regulation of Economy

01.09.2001-30.06.2005 **Academy of Public Administration**

Bachelor with major: Administrative Management

**EMPLOYMENT**

15.10.2013-till now **Aztexnika/Aztikintiyol MMC**

Senior Accountant

* Payroll and all other related calculations
* Preparation of quarter and annual SSPF reports
* Control of Accounts Payable and Accounts Receivable
* Control of Daily Cash transactions
* Preparation of Fixed Asset Ledger and depreciation calculation

15.06.2013-15.10.2013 General Accountant

* To control stock of Trucks and Construction Equipments
* To calculate land cost Trucks and Construction Equipments
* To control Sales Ledger and receivable balance
* Preparation on monthly VAT report

01.11.2012-15.06.2013 **Rapid Solutions LTD**

Accounts Payable

* To accept invoices
* To check invoices, attach proper back-ups
* To enter invoices in to system, to book invoices to proper accounts
* To control Purchase Ledger Statement taken from our system and compare with invoice statements of vendors. To control Purchase Ledger Aging report.

* To Prepare Payment Order for invoices and enter payments in to system.
* To book Fixed Asset properly in to system and calculate monthly depreciation

25.04.2012-30.10.2012 **Kempinski Hotel Badamdar**

Accounts Payable

* To accept invoices
* To check invoices, attach proper back-ups-if there is Purchase Order and Receiving for this PO.
* To enter invoices in to system, to book invoices to proper accounts.
* To control Purchase Ledger Statement taken from our system and compare with invoice statements of vendors. To control Purchase Ledger Aging report.
* To Prepare Payment Order for invoices and enter payment in to system.

01.07.2008-20.04.2012 **BJ Services Company Middle East Ltd**

Accounts Payable, Inventory Accountant

* To accept invoices
* To check invoices, attach proper back-ups if there is Purchase Order and GRN for this PO.
* To enter invoices in to system, to book invoices to proper accounts.
* To control Purchase Ledger Statement taken from our system and compare with invoice statements of vendors. To control Purchase Ledger Aging report.
* To control Inventory, to check warehouses, to take part in quarter stock take process, to compare results with system balance and enter difference.

09.01.2007-30.06.2008 **Baku Education Information Center Foundation**

Chief Accountant

* + - * To control grants, book expenses to proper grants
* To prepare reports to donors regarding grants
* To prepare tax report and SSPF report
* To calculate salary and book in to system.

08.07.2006- 31.12.2006 Accountant

* To control Petty Cash
* To prepare Kassa Mexaric and Kassa Medaxil
* To close Petty Cash daily
* To prepare Payment Orders

**PROFESSIONAL QUALIFICATIONS**

**ACCA- Association of Chartered Certified Accountants (UK)**

Have exemption: F1.Accountant in Business

F4.Corporate and Business Law

Passed: F2.Management Accounting- **Score 80%**

F3.Financial Accounting- **Score 75%**

**LANGUAGE**

Azeri-native, English-well (TOEFL: score 553-Jan.2005), Russian-good

**COMPUTER SKILLS**

Word, Excel, Outlook, PowerPoint, 1C, iScala, SAP(beginner)