***TAMILLA IBADOVA***

**PERSONAL DETAILES.**

**Address:**Baku

**Mobile number:+**994559265665

**Email address:**[tomriko\_i@accamail.com](mailto:tomriko_i@accamail.com)

**DOB:** 03.09.1988

**Nationality:**Azeri

**PERSONAL SUMMARY**

A confident, multi-skilled & capable Accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures. Look for a company willing to invest in my training and development, which will give me the opportunity to work closely with more experienced colleagues.

**PROFESSIONAL EDUCATION**

**Managing a Project (Project Management Institute)-02/2014**

**Project Management (Field of study: Business Management & Organization)-09/2013**

**Accounting Fundamental (McDermott)-08/2013**

**ACCA-United Kingdom, keep studying: (F1,F2,F3,F5 -completed)**

**Ethics & Compliance (McDermott)** -09/2012

### BSc (Hons) in Accounting [Oxford Brookes University](http://www.brookes.ac.uk/)

**AAT Qualified** -05/2010

**Microsoft Office Training 2007-2008**

**Azerbaijan State Economic University (ASE)**  General Economics, Finance and Credit.

**High school** 1994-2005 Azerbaijan, Baku

**AWARDS:**

Diploma in Accounting and Business Association of Chartered Certified Accountants,

Diploma for Accounting Technicians,

Certificate for Accounting Technicians,

Project Management Certificate of Completion,

Certificate of Completion Managing a Project,

Accounting Fundamentals Certificate of Completion.

**EXPIRIENCE.**

**Accounts Payable (04/2014-keep working) Pasha Construction**review invoices and check requests, process invoices ,set invoices up for payment, bank transfers and payments to vendors, check supplier invoice details against the Purchase Order and against delivery status and ensure that all purchases have been appropriately approved ,reconciliation of Vendor statements to the AP ledger, prepare analysis of accounts, costing invoices, monitor accounts to ensure payments are up to date, administer and maintain monthly tax record resolve invoice discrepancies, vendor file maintenance, correspond with vendors and respond to inquiries, produce monthly bank and exchange rate reports, forecasting, do JV bookings, assist in month end closing, log and process invoice, pay VAT, do GRN, responsible to control and monitor project total expenditure including verifying and checking of invoices and claims from suppliers, provide planning and cost controlling support for project which includes variation reporting, monitoring of milestone progress to the preparation of customer billing processes, provide assistance to Finance Manager prepare year end budget,create budgeted Purchase Orders in system and get approvals.

**Accounts Payable (09/2012-keep working) McDermott Caspian Contractors-[Chirag Oil Project](http://www.bp.com/sectiongenericarticle.do?categoryId=9036358&contentId=7067356)**

**Responsibilities-**Assist in preparation of Cost Reports,review invoices and check requests, set invoices up for payment, bank transfers and payments to vendors, check supplier invoice details against the Purchase Order and against delivery status in SAP and ensure that all purchases have been appropriately approved,reconciliation of Vendor statements to the AP ledger, prepare analysis of accounts, costing invoices, monitor accounts to ensure payments are up to date, resolve invoice discrepancies, vendor file maintenance, correspond with vendors and respond to inquiries, produce monthly bank and exchange rate reports, preparingyear budget ,forecasting, do JV bookings, assist in month end closing, log and process invoice, pay VAT, do GRN, responsible to control and monitor project total expenditure including verifying andchecking of invoices and claims from suppliers, provide planning and cost controlling support for all projects which includes variation reporting, monitoring of milestone progress to the preparation of customer billing processes, provide assistance to Cost Manager.

**Mentoring (07/2012-09/2013) - Summer intern for 2 month.(McDermott)**

**Accounts Assistant (01/2011- 05/2012) - ST Machar Credit Union, UnitedKingdomResponsibilities-** Assisting the Accounts and Tax manager in variety of business roles, reconciling petty cash, salary entry and reconciliation, general entry including accruals and prepayments, chasing outstanding customer accounts, assisting internal/external auditors with quiries,monthly management accounts prepararion,assisting in the preparation of year end accounts for clients, registering clients for VAT and PAYE.

**REFERENCES** – Available on request.

**AREAS OF EXPERTISE**

* Monthly management accounts Budgeting & forecasting
* P&L analyses
* Month end procedures
* Variance reporting
* Microsoft Suite
* Margin analysis
* Query resolution
* Reporting& management
* Balance Sheet and Cash flow statement

**PERSONAL SKILLS.**

* Very careful to details.
* Good organizing skills.
* Excellent communication and writing skills.
* Excellent ability to work with numbers.
* Ability to handle administrative functions and complete projects.
* Responsible for other duties as assigned.

**KEY SKILLS AND COMPETENCIES**

* Extensive knowledge of excel spreadsheets.
* Knowledge and experience of SAP
* Knowledge of IFS
* Knowledge of ERP system
* Knowledge of MAXIMO
* Excellent customer service& communication skills.
* Ability to handle large volumes of invoices.