

# Inna Mamedova

Rugby, CV21 1AF

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LinkedIn: <https://www.linkedin.com/in/inna-mamedova-68477623a/> | GitHub: <https://github.com/Inna1201> |

Portfolio: <https://inna1201.github.io/Inna-s-Portfolio-Challenge-2-/>

## Personal statement

Reliable, driven with strong time management and prioritisation skills. Ready to cooperate with colleagues in a team and work on my own initiative. Responsible, honest, hardworking, flexible in the workplace and able to multitask. Dedicated to continuous improvements, results-orientated and proactive in self-development and willingness to learn new skills.

## Technical Skills

### Hard Skills:

- HTML/ CSS coding
- Frameworks i.e. Bootstrap
- Front-end scripting
- Back-end scripting
- Testing and debugging

### Soft Skills:

- Analytical mindset
- Adaptability
- Creativity
- Reliability
- Problem solving

### Languages:

- HTML
- CSS
- JavaScript
- React
- SQL

## Projects

### Destination Guide

- **Description:** It is an all-in-one application that offers a range of services such as currency conversion, country information and weather information for tourists.
- **Core responsibilities:** create HTML and CSS, implement Semantic UI, debug and update Modals.
- **Technologies used:** HTML, CSS, JavaScript, Semantic UI, jQuery, Google Fonts, Several API's, VS Code, Git Project Management, Slack.
- **Link to GitHub:** <https://github.com/Inna1201/Project-1-Destination-Guide>
- **Link to Deployed Project:** <https://inna1201.github.io/Project-1-Destination-Guide/>

## Employment History

### Assistant Accountant – Galliford Try, Hinckley (January 2021 – Current)

Control account reconciliation; Fixed asset accounting; Ledger opening and closing; Cashbooks reconciliation; Prioritising workload; Queries resolving; Email coordination; Time management.

### Tax Assistant – Galliford Try, Hinckley (January 2020 – December 2020)

VAT Returns Preparation; Monthly reconciliation; Construction Industry Scheme.

### Sales & receipting team clerk – Galliford Try, Hinckley (January 2019 – December 2019)

Sales ledger function; Receipts processing; Invoice processing; Aged debt analyses; Paying in cheques; Reviewing Aged debt reports; Providing customer service.

**Secretary – DI Star, Rugby (November 2017 – January 2019)**

Payment processing; Updating records; Admin tasks.

**Accounts assistant – Anwar & Co, Manchester (April 2016 – October 2017)**

Invoice processing; Fixed assets record and reconciliation; Preparation of the VAT return documentation.

## Education

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- 07/2022 — Ongoing Coding Boot Camp [University of Birmingham, UK ]
- 09/2019 — 07/2022 AAT Level 4 Diploma in Accounting [Coventry College, UK]
- 01/2016 — 06/2016 AAT Level 3 Diploma in Accounting [The Manchester college, UK]
- 09/2015 — 12/2015 AAT Level 2 Certificate in Accounting [The Manchester college, UK]
- 01/2014 — 04/2014 IAB Award in Computerised Bookkeeping Level 1 and 2 [Chichester College, UK]
- 09/2008 — 06/2014 Bachelor's Degree in Economics, Faculty of Economics and Management [University of Latvia, Latvia]
- 09/2004 — 06/2008 Diploma in Accounting [Polytechnic college RVT, Latvia]

## References

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References are available upon request.