

Nargiza Kurbanova

Newly graduated professional with software development project experience.
Focused, results-driven and knowledgeable in multiple computer languages.
Seeking an opportunity to enhance various software packages.

Experience and Training

January 2024 – March 2024

Software Development Training, JustIT, UK

- Creating Relational and Non-Relational Database system for a company using SQL Workbench and Mango DB.
- Developed Python App with Database for user interaction.
- Creating Web using HTML, CSS, Java Script.
- Data visualization using Tableau BI.
- Developed new, efficient and well-tested code for variety of different software projects.
- Worked closely with other team members to identify and remove software bugs.
- Provided weekly detailed project reports to keep manager informed on milestones and updates.

April 2023 – December 2023

Real Estate Agent, Lords Property, UK

- Marketing the company's properties by advertising and showing existing vacancies to prospective tenants.
- Determining clients' needs and financial abilities to propose solutions that suit them.
- Verified inventories, gas safety and electricity certificates and all other legal documentation were up-to-date and complied with current legislation.
- Arranged and carried out property inspections, preparing report of findings for landlord.
- Finding and Comparing quotas to reduce expenses and saving opportunities.
- Arranged property repairs, obtaining quotes from contractors for maintenance issues.
- Communicated with clients, landlords, tenants and contractors to offer exceptional service in managing rental properties.
- Building relationship with stake holders.
- Maintain organized and updated resident files and records.

January 2023 – March 2023

Trainee Accounts Assistant, KBM Chartered Accounts and Auditors, UK

- Setting up sales and purchase ledgers using Sage 50, Xero, QuickBooks.
- Processing sale and purchase invoices, credit notes.
- Managing accounts payables and receivables.
- Performing bank reconciliation and petty cash reconciliation.
- Preparing, reconciling, and submitting VAT returns to HMRC.
- Monthly journals, accruals, prepayments, depreciation, and other control accounts.
- Preparing final trial balance and monthly management accounts.
- Processing supplier's payments and customer's receipts.

February 2017 – December 2022

Contact



London, UK



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Skills

Teamwork
Attention to detail
Time Management
Communication
Multitasking
Organisational
Problem solving
Excellent customer service
Accounting software
Digital and IT skills
Programming Language

Languages

English
Turkmen
Russian
Turkish

Purchasing Manager, Westminster Construction LTD, UK

- Conducted market research to determine appropriate pricing.
- Negotiating prices and contracts with suppliers.
- Reviewing and processing purchase orders.
- Maintaining records of goods ordered and received.
- Overseeing daily activities of the purchasing department, including delegating tasks and supervising team.
- Took detailed notes during team meetings and disseminated them to staff members.
- Delivered solutions positively and confidently.

January 2010 – October 2014

Restaurant Manager, La Vita Bella, UK

- Arranging 40+ bookings a day, processing customer payments as well as the closing day reports.
- Identifying ways to cut waste and control operational costs.
- Reporting loss and gain profits to senior management.
- Managed team of 12 professionals.
- Building and maintaining positive relationships with stakeholders, including clients, team members, and vendors.
- Demonstrated leadership with hands-on approach in completing daily tasks and motivating team through pre-shift briefs.
- Hired, coached and trained staff, monitored performance and offered mentoring to junior team members.
- Directed safety operations and maintained clean work environment in adherence to HSE requirements.
- Keeping customers happy by providing high standards of customer service, gathering feedback, and handling complaints.

Education

January 2024 - March 2024

Software Developer Level-3

JustIT, UK

September 2023 - October 2023

IT and Digital skills Level-2,

JustIT, UK

January 2023 - March 2023

Accounting Software

KBM Chartered Accountants and Auditors, UK

November 2022 – December 2022

Level 1 Award in Accounting (RQF)

Highfield Qualifications, UK

September 2013 - November 2016

Bachelor Of Art With Honours In Business Studies

Cardiff Metropolitan University, UK