



SUMMARY

Highly **analytical, result-driven** accountant skilled at working **quickly** and **accurately** under the tight deadlines. Adapt at all functions of accounting, including **balancing sheets, processing payments, managing accounts payable** and providing **executive administrative support**. Dedicated to providing exemplary work and supporting the overall mission and company.

EDUCATION

School #195

Secondary and High School.
2014 – 2025

BRO Educational Center

IELTS and English courses
2022 – 2023

SAT Tashkent Educational Center

SAT and Math courses
2022 – 2023

LANGUAGES

- Uzbek
- English
- Russian

SKILLS

- Accounting Principles
- Tax Planning
- Budgeting
- Auditing
- Financial Analysis
- Financial Reporting

CERTIFICATIONS

- 7.0 IELTS Score Certificate
- 1480 SAT Score Certificate
- Math Olympiad **Winner** at School 2022-2023 / 2023-2024 / 2024-2025
- Second Place** in the District Math Olympiad

PROFESSIONAL EXPERIENCE

Accountant

Dusel Company | 2024 June - 2024 August | Internship | Uzbekistan

- Prepared and analysed monthly financial statements, ensuring accuracy and compliance with IFRS standards, resulting in a **7%** reduction in reporting errors over the internship.
- Managed accounts receivable aging reports with a collection rate of **18%** within terms over the three-month period.
- Ensured timely and accurate filing of federal and state taxes for the company, resulting in **zero penalties** for late submissions over the internship.

Sales Assistant

“O’rikzor” Street Market | 2022 - 2024 | Part-time job | Uzbekistan

- Negotiated profitable deals with new partners, increasing sales rate by **9%** over the almost three years.
- Provided assistance to both retail customers and wholesale buyers by answering inquiries, **addressing** concerns, and offering product recommendations.
- Monitored **stock levels** for both retail and wholesale products, ensuring that shelves are stocked and that inventory is **accurately recorded**.

Cashier

Havas Market | 2022 - 2023 | Part-time job | Uzbekistan

- Accurately handled cash transactions, giving correct change, and balancing the cash drawer at the end of their shift.
- Greeted customers warmly, answered any questions about products or prices, and handled complaints professionally.
- Kept the checkout area tidy by organising cash registers, removing clutter, and ensuring that necessary supplies (like bags and receipt paper) are readily available.
- Effectively applied any ongoing promotions or discounts during checkout to ensure customers receive the lowest prices possible.