

PERSONAL INFORMATION



VAHID MASMALIYEV

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Date of birth 03/01/1992

WORK EXPERIENCE

Jul 2018–Jul 2019

Junior Accountant

Immucor Italy, Milan (Italy)

- Preparing documentation for payment process;
- Booking of supplier invoices and checking purchase orders;
- Control and posting of expense reports;
- Managing withholding taxes;
- Fixed assets: booking investments, disposals, depreciation and reconciliation;
- Calculation of slow moving of the warehouse;
- Processing account reconciliations;
- Booking and reconciliation of bank transactions;
- Managing various accruals and deferrals for monthly and yearly balance.

Oct 2017–Apr 2018

Accounting analyst, Internship

Deloitte Finance Process Solutions, Milan (Italy)

- Assisting with projects in accounting/bookkeeping;
- Daily accounting of incoming invoices, bank and cash accounting;
- Monthly reporting and preparation of Financial Statements;
- VAT settlement, expense reports, general ledger;
- Processing Financial Statements into XBRL format;
- Accounting Due Diligence;
- English to Italian and vice versa translations of documents, and other administrative tasks.

Nov 2015–Feb 2016

Finance and Accounting Intern

Outsourced CFO, Cape Town (South Africa)

- Supporting the head of the accounting department;
- Processing month-end accounting, debtors' statements, loan accounts;
- Exposure to high level financial management and experiencing the booming South African entrepreneurial innovation and technology scene.

Business or sector Financial and insurance activities

Jun 2015–Sep 2015

Finance and Accounting Intern

AzFinance Invest LLC, Baku (Azerbaijan)

Jul 2013–Sep 2013

Accounts Payable Analyst

BP British Petroleum, Baku (Azerbaijan)

EDUCATION AND TRAINING

- Sep 2014–Apr 2017 **MSc in Accounting, Financial Management and Control**
Bocconi University, Milan (Italy)
- State Scholarship of Azerbaijani Students Abroad
 - Bocconi International Award winner
- Sep 2011–Jul 2014 **BSc (Hons) Management (Accounting and Finance)**
The University of Manchester, Manchester (United Kingdom)
- State Scholarship of Azerbaijani Students Abroad
- Sep 2009–May 2011 **Certificate of Studies, Public Administration**
Academy of Public Administration under the President of Azerbaijan Republic, Baku (Azerbaijan)
- Presidential Scholarship of Azerbaijan Republic

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
IELTS 8,5 (as at January 2016) GMAT 720 (test taken May 2014)					
Italian	C2	C2	C2	C1	C1
Russian	C2	C2	C1	C1	C1
Turkish	C2	C2	C2	C1	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills excellent communication skills due to my exposure to working in different cultures

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Proficient user	Independent user

Digital skills - Self-assessment grid

- excellent command of office suite (word processor, spread sheet, presentation software);
- confident use of R for statistical computing;
- efficient command of Gedeo, Sage One, Xero, SMEasy and LN Production softwares for accounting bookkeeping;
- familiarity with SAP for accounting.