



ZAHRA MUSEYIBOVA

EDUCATION

- 2020 - 2022 **Azerbaijan State Economic University**
Master of Business Administration
Accounting
- 2016 - 2020 **Azerbaijan State Azerbaijan State Oil and**
Bachelor of Business Administration
Managerial Science

CONTACT

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Nasimi, Huseynbala Aliyev 15

LANGUAGE

English (upper-intermediate)
Azerbaijani (native)
Russian (basic)

SKILLS

Microsoft Office
STATA
Financial Accounting
Financial Reporting

CERTIFICATE

ACCA Financial Accounting
Honours Academy – Institute of Finance

Internal quality control
Chamber of Auditors of Azerbaijan Republic

Advanced Excel
Barattson

WORK EXPERIENCE

- 2023 - present **Auditor**
TIMP MMC
- Participate in all phases of a financial statement audit and audit of internal controls;
 - Investigating internal systems and operations.
 - Communicate fraud or suspected fraud to managing leadership.
 - Follow risk management and compliance procedures.
 - Analyzed, reviewed, and assessed reliability and fairness of clients' financial statements and communicated findings to external third parties, including investors, creditors, and government organizations.
 - Produced detailed reports and recommended internal control improvements to enhance organizational efficiency and support client service and growth targets.
- 2020 - 2023 **Accountant**
Kristal Absheron
- Maintenance of debtors' credit records and their timely update
 - Ensuring control over overdue accounts and investigate outstanding invoices
 - Assurance of correctness of debtors' ledger balances;
 - Preparation of reports requested by management;
 - Participation in the preparation and submission of accounting and tax reporting.
 - Participation in the organization of document circulation.
 - Posting accounting entries into the accounting program
 - Performing other daily accounting tasks as per the requirements