**Issabayeva Symbat Bakytzhankyzy**

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Another site: <https://www.instagram.com/issabayeva_sima/>

Skills :

* Good communication skills;
* Good analytical skills;
* Quick learning capabilities entrepreneurial spirit and curiosity;
* Knowledge of SAP , 1C, SQL;
* Personable and trustworthy communicator at all business levels;
* Excellent analytical, numerical and problem solving skills;
* Ability to work on own initiative;
* Ability to create good working relationships with other employees;
* Experience working with Excel, Powerpoint and familiar with the Tableau interface and Power BI;
* Ability to manipulate data and present as Business Information;
* Ability to prioritise and work to deadlines;
* Good verbal and written communication skills – including English to a fluent level;
* Able to communicate effectively with internal Customers in English;
* Ability to work across a variety of departments and functions to achieve objectives;
* Microsoft Office – Excel, Powerpoint, Word, Power BI, Outlook;
* Good attention to details.

Education:

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| 2017 | **Deutsch Kasachische Universitat**  Master’s Degree in Economics (International Business Management) |
| 2015 | **People's friendship of University**  Bachelor’s degree in Science of Low |
| 2015 | **New economic university**  Bachelor’s degree in Economics (Organization and regulation of labour) |
| Professional development, courses | |
| 2018  2020 | **Seminar " CIMA P1 Management Accounting – Russian"**  PricewaterhouseCoopers Kazakhstan PWC  **Course " SQL fundamentals for Data Analitics”**  Databoom.kz |
| Tests, examinations | |
| 2019 | **P1 Management Accounting - Russian**  Chartered Institute of Management Accountants CIMA, P1 Management Accounting - Russian |
| 2014 | **IELTS - 6.0**  Interpress |
| Languages | |
|  | Kazakh — Native  English — C2 — Proficiency  Russian — C2 — Proficiency |

Work experience —5 years 7 months

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| January 2015 — February 2015 2 months |  | **AIESEC**  Malaysia, aiesec.com  English teacher   * To take care of the children in kindergarten. * To teach them English |
| December 2015 — May 2017 1 year 6 months |  | **LLP Rybprom**  [Rybprom LLP https://www.rybprom.kz](https://www.rybprom.kz/)  Financial analyst   * Responsible for checking invoices from contractors for correctness and relevancy; * Analyzing budget costs vs. actual costs; * Communicating with project team to collecting information for monthly report; * Business correspondence with foreign clients (Denmark, Canada); * Providing timely and accurate monthly report; * Working with banks according opening bank accounts, major contracts and currency relevant questions; * Providing price-list for foreign client. |
| September 2017 — January 2019 1 year 5 months |  | **Stamgazstroy**  [Stamgazstroy LLP https://www.stamgazstroy.com](https://www.stamgazstroy.com/)  Cost controller   * Responsible for checking project related invoices from contractors for correctness and relevancy; * Reconciling approved projected costs vs. actual costs; * Communicating with project team to address cost related issues; * Cost allocation by project relevancy and further spreading with respect to invoicing activities; * Providing timely and accurate guidance for invoicing department; * Monitoring cost status in Cost Control database; * Tracking payments to contractors and updating Cost Control database accordingly; * Ensure accurate and timely analysis and cost reporting; * Assist with compilation of the Project Cost report and ensure all input for management reporting are provided in a timely manner; * Assisting management on ad hoc assignments. |
| January 2019 — till now 2 year 6 months |  | **Stamgazstroy LLP**  [Stamgazstroy LLP https://www.stamgazstroy.com](https://www.stamgazstroy.com/)  Accountant   * Issue invoice and collect relative documents; * Demonstrates an understanding of client perspective; * Establishes smooth relationships and enabling environment between clients and service providers; * Strives for high quality client–oriented services (internal and external) when making decision and taking actions; * Monitoring invoice status in database; * Tracking payments; * Assist with compilation of the Project report and ensure all input for management reporting are provided in a timely manner; * Assisting management on ad hoc assignments. |