

TURANA RAJABLI

Wellesley Street East, Toronto, ON turanarajabli@gmail.com +1 (437) 933-6992

PROFILE

Detail-oriented and proactive accountant with over 2 years of experience in financial reporting, payroll, taxation, and accounts management. Adept at preparing and reconciling financial statements, assisting in audits, and managing vendor relationships. Highly skilled in utilizing technology to enhance financial processes and ensure compliance with industry standards. Currently pursuing a Postgraduate Certificate in Applied AI Solutions Development to complement my expertise with cutting-edge business technology solutions.

HIGHLIGHTS OF QUALIFICATIONS

- Over 2 years of experience in corporate accounting, financial reporting, and audit support.
- Expertise in preparing financial statements and reconciling accounts in accordance with IFRS.
- Proven ability to manage accounts payable/receivable, vendor relationships, and payroll.
- Strong skills in financial forecasting, budgeting, and variance analysis.
- In-depth knowledge of accounting software including QuickBooks, SAP, and advanced Excel functions.
- Excellent communication and organizational skills with a focus on accuracy and efficiency.
- Familiar with emerging technologies in accounting, including AI-driven business solutions.

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, SAP, Tally
- **Financial Analysis & Reporting:** Advanced Excel, Tableau, PowerBI
- **Programming:** Python (basic), Java (basic)
- **Data Analysis & Visualization:** Excel (pivot tables, macros), Tableau
- **Payroll & Taxation:** Familiar with tax filings, income tax preparation, and payroll processing
- **Audit & Compliance:** IFRS compliance, internal controls, audit documentation

EDUCATION

Postgraduate Certificate in Applied AI Solutions Development

George Brown College, Toronto, ON (In Progress)

Bachelor of Accounting and Audit

Khazar University, Baku, Azerbaijan

PROFESSIONAL EXPERIENCE

Accountant

Buta Group, Baku | 2023–2024

- Assisted in preparing monthly financial statements and reconciliations, ensuring accuracy and compliance with financial reporting standards.
- Managed vendor relationships, ensuring timely processing of invoices and payments.
- Supported payroll processing, calculating employee taxes and ensuring compliance with payroll regulations.
- Verified and reviewed accounting entries, ensuring accuracy and completeness of financial records.

Accountant

Crowe Consulting Group LLC, Baku | 2022–2023

- Prepared and reviewed financial statements in accordance with IFRS, ensuring timely and accurate reporting.
- Managed accounts payable and receivable, processing payments and invoices efficiently.
- Reconciled general ledger accounts, resolving discrepancies and improving accuracy.
- Led monthly, quarterly, and annual closing activities, ensuring deadlines were met without compromising quality.
- Assisted in budgeting and forecasting, providing financial insights for management decision-making.
- Managed tax filings, ensuring compliance with sales, income, and payroll taxes.

CERTIFICATES

Duolingo English Test — March 2024 | Overall Score: 125

Financial Reporting & Analysis

IFRS Compliance

Payroll & Taxation

KEY STRENGTHS

- Exceptional attention to detail and strong organizational skills.
- Capable of working efficiently under tight deadlines.
- Strong analytical and problem-solving abilities.
- Excellent written and verbal communication.
- Knowledgeable in traditional accounting methods and technology-driven solutions.

ADDITIONAL INFORMATION

- **Technology & Tools:** Excel (Advanced), Tableau, PowerBI
- **Programming:** Python (Basic), Java (Basic)