

Rasim Allahverdiyev Sabir

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OBJECTIVE Aspiration for interesting and challenging job where I can use my skills and knowledge in order to form and develop a career.

EXPERIENCE October 16, 2019 – March 10, 2020 - "**Aznar**" CJSC named after Teymur Ahmedov

Position: Finance Manager

Duties:

- Preparation and implementation of financial procedures of the company;
- Preparation of financial statements (Balance sheet, P&L and Cash flow);
- Preparation of the weekly and monthly financial reports for Management;
- Preparation and control over the budget of the company;
- Calculation of profitability for new and potential projects;
- Performing the financial control over several branches.

December 21, 2018 – October 15, 2019 - "**Aztexnika Ltd.**" LLC

Position: Head of Reporting and Budgeting

Duties:

- Preparation of financial statements (Balance sheet, P&L and Cash flow);
- Preparation of Cash flow reports for Management (monthly and quarterly);
- Preparation of Budget forecasts for Head office;
- Monitoring over the budget and identifying variances between actual and budgeted financial results at the end of each reporting period;
- Assist the Management team on special projects that require financial analysis.

May 02, 2017 – December 20, 2018 - "**Aztexnika Ltd.**" LLC

Position: Financial Controller

Duties:

- Daily control over the costs (significance of costs) with no threshold limit;
- Optimization of costs for tax purposes (cash vs. bank payments);
- Monitoring internal controls;
- Periodic control of bank statement/petty cash vs system data;
- Reviewing of tax reports prepared by Chief accountant;
- Reviewing of payroll calculation (over 300 employees).

April 16, 2014 – May 01, 2017 - "**Aztexnika Ltd.**" LLC

Position: Deputy Chief Accountant

Duties:

- Maintain the General Ledger accounts to ensure that the Balance sheet and Income statement are correctly stated;
- Manage and report on inventory balances: Parts and Units;
- Manage and report on the Sales ledger;
- Organization of inventory observations on a monthly basis;
- Preparation of receivables forecast;
- Performing bank reconciliations;
- Assist in preparing statutory/tax invoices.

October 2, 2012 – April 15, 2014 - "**Ernst & Young Holdings**" (CIS) B.V.

Position: Audit Assistant: GFS / Oil & Gas / Telecommunication / Mining

Duties:

- Head of CRM system;
- Member of Practice Support Team at Q&RM;
- Preparation of proposals and all related documents;
- Control over proper documentation in accordance with methodology of the company.

October 1, 2008 – October 1, 2012 - "**Ernst & Young Holdings**" (CIS) B.V.

Position: Experienced Staff / Assurance Services: GFS

Duties:

- Testing Design and Implementation (D&I) of Financial Accounting Cycle, test of controls of Purchases, Sales, Cash, Fixed Assets, Payroll and Personnel, Inventory;
- Preparation of Recommendations (Management Letter Point) on Design and Implementation to audit clients if shortages are revealed;
- Preparation of reconciliation of balances between the client and their customers and vendors;
- Test of Details of accounts provided by client to supporting documents and vice versa (existence and occurrence as well as completeness assertions). As well as testing of accounts for valuation, cut-off, presentation, rights and obligation, accuracy assertions;
- Performing analytical review of account balances to assess reasonableness;
- Performing stock counts of client inventory/cash.

EDUCATION

September 2004 – June 2009 - Khazar University, Baku, Azerbaijan

School of Economics and Management / International Economic Relations

Related courses: Financial Accounting, Managerial Accounting, Management and Organization Theory, Business Law, Business Communication, Principle of Marketing and etc.

SPECIAL SKILLS

Languages: Azeri - fluent
Russian - fluent
English - upper intermediate

Computer literacy: Proficient user of MS Office (Word, Excel, PowerPoint, Outlook); Advanced user of IC, knowledge of CRM system.

ACTIVITIES

April – May, 2013 - 4 weeks long online course on "Grow to Greatness: Smart Growth for Private Businesses", University of Virginia, Darden School of Business

Achievement: successfully completed / confirmed by Statement of Accomplishment

May, 2011 - MS Office 2007 training (Word, Excel, PowerPoint)

Achievement: successfully completed / confirmed by certificates

May, 2007 - "Marketing Research Project" at Marketing department of Bakcell Ltd. / Internship Program

Achievement: successfully completed / confirmed by certificate

PERSONAL INFORMATION

Good in personal communication, ability to work in a team, ability to process big volumes of information, analytical skills. Interested in art, music and sport.

REFERENCES

Available upon request.