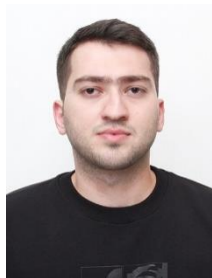


# Murad Aghayev



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## EDUCATION

Master in Finance

**Istanbul University (GPA 3.25+)**

August 2020

Bachelor in Finance

**Azerbaijan Tourism and Management University (GPA 2.5+)**

June 2017

## RELEVANT WORK EXPERIENCE

**Az Tex Import MMC:** (Accountant Intern 19-Aug-2020 – 20-Oct-2020)

- Create e-tax receipt payment on tax site
- Prepare e-tax receipt payment on tax site
- Making payments
- Monitoring the operations carried out in the system
- Inclusion of cash receipt operations in the 1C system
- Implementation and control of payments in the 1C system
- Implementation of goods and material revenue operations
- Execution of cost transactions
- Entering transactions in bank statements into the system accordingly

**Kapital Bank OJSC:** (Operations Controller Intern 07-NOV-2019 – 09-Dec-2019)

- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Monitors and confirms financial condition by conducting audits and providing information to external auditors.
- Maximizes return and limits risk on cash by minimizing bank balances and making investments.
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Achieves budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.

**Demir Bank OJSC:** ( Accountant; 14-APR-2016 - 15-Jul-2017)

- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Accomplishes the result by performing the duty.

**SKILLS**

- IT – Essential Microsoft Office Programs, 1C Soft 8.3 accounting system
- Teamwork
- Analytical Ability
- Leadership
- Problem Solving
- Excellent time management skills
- Languages – Fluent in Azerbaijani, Turkish. Intermediate in English, Russian. Beginner in Spanish.

**COURSES & QUALIFICATIONS**

- IELTS Certificate
- Insurance (Pasha Life Insurance) in **Baku, Azerbaijan**
- Technical Support Fundamentals in **Coursera**

**INTERESTS AND HOBBIES**

Fishing, hunting, driving, music and video games

**REFERENCES:** Available on request