

RUHI ALIYEV

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Born in 1997, 12th June. Married.

Positive, well educated and experienced finance accountant. Keen to learn more and move forward with hard working. I hope my experience, skills, motivation, and talent will contribute positively to your team.

Skills Summary

- Windows 10
- Proficient knowledge of Microsoft Office
- BTP, 1C 8.3, Zoho
- New software learning ability
- IT ability which helps to resolve IT issues by myself
- Time management
- Verbal and written communication
- Responsible, teamwork
- Diligent worker
- Creativity
- Code knowledge (Tax Code, Labor Code and relevant legislations)
- Oil and gas industry knowledge

Education

Master of Business Administration (Tax Management and Tax Planning)

UNEC – University of Economics
July 2021 – Present

Bachelor of Oriental Studies for Arab Region

Baku State University
July 2014 – July 2018

Advanced Accounting Courses

AZM Consulting LTD
September 2019 – January 2020

ACCA, Finance Accounting

GRBS
September 2019 – December 2019

Work Experience

SENIOR ACCOUNTANT @ ACE GROUP CONSULTANTS LLC

May 2021 – present

- Tax and legislative consulting
- Preparing and declaring all tax and statistical reports, tax payments
- Receiving, answering, or sending to the relevant department letters from the tax department
- Acting on cameral tax inspections
- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable and proceed payments
- Generating financial reports that display the company's balance, profits, equity, and cash flow
- Generating sales and tracking received invoices and e-qaimes
- Examining bank statements and reconciling them with general ledger entries
- Organize and update the company's tax database
- Calculation and payment of payrolls for 250+ employees (local and expats), service vendors in oil-gas & non-oil sector.
- Regularly attend meetings within the team with Baker Hughes, Halliburton and PSL
- Documentation of employees with COO and WO
- Forecasting, calculation and reporting of cost for clients with cost center numbers, and projects
- Divide costs by PO numbers that have been submitted by the customer

ECONOMIST @ COORDINATING COUNCIL OF THE REPUBLIC OF AZERBAIJAN ON TRANSIT FREIGHT

August 2020 – May 2021

- Design methods and procedures for obtaining data
- Understand various sampling techniques used to conduct several types of surveys
- Create, as well as use, econometric and other financial modelling techniques to develop forecasts
- Conduct background research and literature reviews
- Help to increase the percentage of domestic carriers in the country
- Collect, sift, and assemble data
- Analyze and interpret the collected data to evaluate the effectiveness of current policies, products or services and advise on the suitability of alternative courses of action and the allocation of scarce resources
- Explain research method and justify conclusions drawn from research data
- Write technical and non-technical reports and policy briefs on economic trends and forecasts
- Supply economic advice to a range of stakeholders
- Evaluate past and present economic issues and trends
- Deliver oral and visual presentations, which non-economist audiences must be able to understand to inform decisions.
- Analyzing and finding ways to minimize costs in this sector

ACCOUNTANT & CHIEF ACCOUNTANT @ BAKU BUSINESS COMPANY LLC

August 2019 – August 2020

- Examining bank statements and reconciling them with general ledger entries
- Examining expenses given by employees

- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
- Analyzing data collected to figure out the state of the company's financial health
- Analyzing data to understand where the company is generating and losing revenue
- Generating financial reports that display the company's profits, equity and cash flow
- Generating and presenting monthly, quarterly tax and statistical reports
- Resolve declaration problems of clients with tax department
- Generate profit and cost calculations for projects
- Engage with internal and external audits

Volunteer experience

SCOREBOARD OPERATOR @ BAKU 2015 EUROPEAN GAMES

June 2015

- Followed players and referee calls to keep score correct throughout games and run electronic scoreboard to show latest numbers.
- Documented game actions to accurately update league, player and team statistics.
- Interpreted game and league rules to help with making correct calls.

IT TEAM MEMBER @ BAKU PREPARES

May 2015

- Built and supplied basic end-user troubleshooting and desktop support on Windows system.
- Answered questions and supplied information to customers about new software or hardware.
- Worked with software development team on reported errors and bugs on newly released software and helped in deployment of release fixes.
- Supplied technical support to clients.

Language skills

- Azerbaijani (Mother tongue)
- English (Upper intermediate)
- Russian (Elementary)
- Arabic (Elementary)

Driving license

- Categories: B, C (Since 2015)