Aysel Mammadova

Accountant

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PROFILE

Accountant with 4 years of experience. I keep primary records in 1C, prepare VAT and income tax returns and run payroll. Accurate, responsible and comfortable working in a team.

WORK EXPERIENCE

Accountant Mar 2023 – present
Example Trade LLC, Baku

- Record more than 400 primary documents a month in 1C: Accounting.
- Prepare and file VAT and income tax returns on time: no late filings or penalties in 3 years.
- Automated bank statement reconciliation in Excel, cutting the monthly report from 5 days to 3.

Assistant Accountant Jul 2021 – Feb 2023
Example Logistics LLC, Baku

- Registered invoices and contracts.
- Prepared the payroll sheet for 60 employees in Excel.
- Took part in the monthly warehouse stock count.

EDUCATION

BSc, Accounting and Audit 2017 – 2021
Azerbaijan State University of Economics (UNEC), Baku

SKILLS

Software: 1C: Accounting 8.3, MS Excel (VLOOKUP, pivot tables), MS Word, e-taxes.gov.az
Professional: bookkeeping, tax returns, payroll, banking operations
Personal: accuracy, responsibility, teamwork

LANGUAGES

Azerbaijani — native · Russian — good (B2) · English — intermediate (B1)

CERTIFICATES AND COURSES

- ACCA — Financial Accounting (FA), 2022
- 1C: Accounting 8.3 course, 2021

ADDITIONAL INFORMATION

Driving licence: category B.

CV template: azerweb.az