

Zaur Abdullazade

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Education

Post-graduate (advanced) courses: Econometrics, Mathematical economics, Khazar University, May-Sept. 2013

Master of Business Administration, Khazar University (language – English) graduated in October 2007

Bachelor in International Economics, Azerbaijan State Economic University graduated in June 1997

Certification

Certified Fraud Examiner CFE – Association of Certified Fraud Examiners

Candidate to Certified Internal Auditor CIA (passed parts 1, 2, 4) – The Institute of Internal Auditors

Work Experience

Instructor on Calculus at Khazar University (teaching web-page <http://calculus-math101.webs.com>), fall semester 2013

Internal Auditor at Norm LLC (Cement producing company, 200+ employees, over 500 mln. assets, construction materials such as cement, clinker, etc.), April 2013 – Present

- ✓ reviewing and analyzing company policies, procedures and guidelines;
- ✓ evaluating systems of internal control to ensure their adequacy and effectiveness;
- ✓ identifying risk areas in business processes;
- ✓ preparing audit plan for specific business processes and Company overall;
- ✓ analyzing evidences collected during the audits and interpreting them clearly and objectively;
- ✓ discussing the findings of an audit review with management;

Senior Auditor at Grant Thornton (Representative office of UAE in Azerbaijan), October 2012 – April 2013

Business Advisory at Consulting and Coaching (CAC) LLC, January 2009 – March 2013

- ✓ developed a work plan and timeframe for the client projects;
- ✓ assessed functional areas, business process designs and financial management systems;
- ✓ assessed business process controls and made recommendations to client companies;
- ✓ performed review of business processes in Procurement, HR and Accounting areas;
- ✓ reviewed records and system documentations;
- ✓ prepared detailed reports on the business process performance for management (and shareholder) of client companies.

Internal auditor at VFAC, rated micro-lending agency (170 employees, 22 mln. loan portfolio, small and micro enterprise/SME, consumer, gold, group, individual loans), Aug 2007- Dec 2008

- ✓ loan portfolio reviews; review of the organization's financial reporting;
- ✓ financial audit (revenues, expenditures, loan processing, payments to creditors, personnel and payroll);
- ✓ check on operational risks and inefficiency through analytical review of financial statements;
- ✓ looking into performance related criteria (bonus) impact on the capacity to generate revenues;
- ✓ fraud related engagements (requested by Board, management).

Economist at Azerdemiryolbank OJSV/EBRD projects (large commercial bank with B fitch rating, 1200 employees in 23 branches, 90 mln. loan portfolio), Mar 2006-Jul 2007

- ✓ researching of bank target companies for financial performance;
- ✓ examining client and target company business plans, key accounts;
- ✓ making recommendations for EBRD loans;
- ✓ preparing loan reports for investment analysts.

Financial consultant at Consulting Groups (CG) LLC (tax due diligence review services' contactor of KPMG London LLP), May 2004-Feb 2006

- ✓ managing client accounting systems with accounting software program;
- ✓ compiling accounting data for tax reporting purposes;
- ✓ assisting in tax due diligence review of client companies;
- ✓ receiving inquires about tax planning issues for non-resident client companies.

IFDC, Muscle Shoals AL, US

Trade Association Development Specialist, Jun 2002- Aug 2003

OXFAM - Great Britain

Coordinator for Legal Advice Services, Oct 2000-Apr 2002

Military Service, October 1999/2000

Ministry of Foreign Affairs of the Republic of Azerbaijan

Attaché Assistant, Jan 1998- Oct 1999

Trainings Attended

- Procurement Audit by CRA Group of Companies in Baku Azerbaijan, 30 August 2013
 - Business and Risk Management Workshop by EBRD, the Joint Vienna Institute in Austria, 10-15 May 2009
 - LFA financial review at the convention of PwC, KPMG, Emerging Markets Group and UNOPS by the Global Fund in Geneva, Switzerland 22-26 February 2009
 - Internal Audit. Triple Jump Advisory Services/European Union (TJAS/EU), Tbilisi Georgia 07-11 April, 2008
 - Operational Risk Management in MFI-s. Financial Control and Audit, Microfinance Center for CEE and the NIS (MFC), Belgrade-Serbia, 09-12 October, 2007
 - Principles and Practices of Islamic Economics and Banking, Islamic Research and Training Institute, A Member of the Islamic Development Bank Group 06-10 Dhul-Qa'da 1427H (27th November – 1st December 2006G)
 - Credit Analysis in Leasing, International Financial Corporation/IIFC, SECO-Switzerland, 02-04 November, 2006
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Professional Reference(s)

Mr. Hikmet Allahverdiyev, CFE, CIA, CGAP, CISA
Audit Director, Moore Stephens Audit & Consulting – Azerbaijan
E-mail: hikmet.allahverdiyev@moorestephens.az

Academic Reference(s)

Professor Mahammad N.Nuriyev, Vice-Chancellor,
School of Economics and Management, Khazar University
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School of Economics and Management, Khazar University,
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