

Laman Vurgun

Chief accountant

Personal Info

E-mail

lemanvurgun@gmail.com

Citizenship

Azerbaijani

Personal skills

Eager and willing to add to my knowledge base and skills

Honest

Understanding

Flexible

Motivation

Computer Skills

MS Windows Server 2003-2010

Word

Excel

Power Point

Languages

Azerbaijani

excellent

English

good

Russian

fluent

Turkish

advanced

Experience

2019-09 -

present

Khazar University

Accounting Department

Chief accountant (from June, 2020) , accountant (09.2019-06.2020)

2017-11 -

2019-08

FAR Center

freelancer

2017-06 -

2017-10

Unibank CB

Accounting Department

internship

Education

2018-09 -

2020-07

Azerbaijan State Economic University / UNEC (master)

- Accounting and auditing in production
- entrance score **112**
- **95** GPA
- Thesis: Management accounting and its role in management of organization
- Dissertation: Improvement of management accounting and control in manufacturing enterprises

2010-09 -

2014-05

Azerbaijan State Economic University (UNEC)/ bachelor

- Accounting and audit
- Entrance score **610**
- **89** GPA
- Diploma № 035435

2003 -

2010

Lyceum named after Haydar Aliyev

In 2008, I participated in the information contest in the field of history and I was rewarded with bronze medal.

1999 -

2003

Lyceum № 287 “Zakalar”

Seminars

2017-07

Economic environment of business and money market (organized by CBS Language & Business School) (Caspian plaza, Elfag Seyidov)

Topics:

- *Currency policy*
- *green policy*
- *financial market*
- *exchange rate rejime*

2013-08

Budget School for students and young researchers (organized by Economic Research Center with the financial support of European Union, OXFAM, National Budget Group) (Irshad Hotel)

Topics:

- Budgeting system of Azerbaijan, budget classification and budget analysis*
- Participation, transparency and accountability in budget process*
- The analysis of the budget policy in Azerbaijan : risks and perspectives*

Core Qualifications

- Financial forecasting
- Dynamics Great Plains
- Effective time management
- Financial statement analysis
- Budgeting
- Tax reporting
- Report writing
- QuickBooks
- Office administration

Honors and Awards

- Honor Diploma, master degree- Azerbaijan State Economic University
- awarded for the 1st place of the Mathematics Olympiad
- awarded for the 3rd place of the Azerbaijanian History Olympiad within the Republic of Azerbaijan in 2008
- awarded for taking 1st place in the school tour of the Olympiad in mathematics at "Zakalar" Lyceum

Certificates

- | | |
|---------|---|
| 2022-01 | AccFin Group company
<i>Certificated for successfully participated in the 5 months professional accountant training</i> |
| 2020-03 | “Azerbaijan School of accountants” company
<i>Certificated for successfully completing (84% of result of exam) "Accounting clerical" course</i> |
| 2012-05 | “Garant Invest” brokerage company and The “ATGT” company
<i>Certificated for completing training about "Forex Market "</i> |

Works

- *prepare monthly, quarterly and annual financial statements and reports (Social Security & Statistics reports & tax reports & reports to Ministry of education and the Ministry of Finance)*
- *Review of accounting and administrative controls*
- *inserts all transactions on the ERP (1C) platform*
- *Controls of debtor and creditor balances*
- *General Ledger entries*
- *Liaison with external auditors during annual statutory audit, Provides supporting documentation for audits;*
- *All kinds of communication with tax department, Timely response to all incoming letters from tax department and other state authorities*
- *checks the accuracy and match the invoices, purchase orders, contracts, statements and other supporting documents, communicate with vendors for the uncertainties occurred, correspond to all vendor enquiries;*
- *Reconciles accounts payable transactions and prepare the analysis of accounts;*
- *Maintains vendor files;*
- *To make payments to foreign and local service providers, salary, scholarships, credits and payments to budget through internet banking*
- *analyzes and control application of taxes on invoices created in Accounting program for making payments to foreign and local service providers;*
- *Submission of e-invoices, verification and control of incoming invoices;*
- *To provide maintenance of accounting documents and other documents necessary for calculation and payment of taxes, as well as documents confirming income received, expenses incurred and tax payments deductions within the period established by the legislation;*
- *To control the correct calculation and payment of wages, vacations, compensations, allowances and other payments to employees;*
- *Preparation and sending of declarations (profit, VAT, Withholding, property, land) through BTP program*
- *Undertake all other additional tasks assigned by management*