



AMINA NAZARALIYEVA

About Me

As an accountant, I have worked on reconciling accounts, preparing tax returns and ensuring compliance with accounting regulations. My attention to detail and ability to work effectively in a team have helped me to consistently deliver accurate and timely results.

Experience

Khazar University 2024-Present

Accountant

- Collaborated with other departments to resolve accounting-related issues and provide financial guidance
- Submission of tax and social insurance declarations
- Execution of payments via internet banking and account reconciliation.

FAM Group Consulting 2023-2024

Accountant

- Management of payroll systems and calculation of employee salaries
- Maintained accurate and up-to-date records of financial transactions and documentation
- Recorded all transactions into 1C accounting software.

Ferrum Capital 2019-2023

Senior Call Center Specialist

- Handled incoming calls and provided information about products and services
- Collected customer feedback and forwarded to issues to relevant departments.

Certification

Virtual English Language Education Program

IATM Training Center

- International Accounting
- Tax Accounting

Contact

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Education

Bachelor in Translation

Baku Slavic University

2015-2019

Master in MBA

Khazar University

2021-2023

Expertise

- Management skills
- Teamwork
- Time Management
- Communication skills
- Problem solving

Language

- Azerbaijan
- English