

TALIA GUSEINZADE



CONTACT

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EDUCATION AND TRAINING

06/2019

BBA - Finance

Khazar University
Baku, Azerbaijan

06/2015

High School Diploma

N287 "Zakalar" Lyceum
Baku

LANGUAGES

Azerbaijani: First Language

English: B2
Upper Intermediate

SUMMARY

Motivated Finance student seeking internship in Finance and Data Analysis to gain hands-on experience. Outgoing and friendly with strong drive to succeed.

EXPERIENCE

Accountant
Khazar University, Republic of Azerbaijan | Baku, BA

11/2021 - Current

- Managing payroll processing and changes for employees.
- Filling the required documents for salary/scholarship card order
- Ordering the salary and scholarship cards for students and employees
- Making statistical reports

Intern
Financial Market Supervisory Authority of the Republic of Azerbaijan | Baku, BA

04/2019 - 11/2019

- Accepted the citizens appeals about insurance events or insurance companies via an internal system of FIMSA
- Addressed a query to insurance companies to get the information about a particular case
- Wrote the answer letter to citizen appeals referring to the answers to the query
- Created a database of citizens appeals and made daily registration of new appeals.
- Checked the Rules of insurance companies by the

Turkish:	C1
Advanced	
Russian:	B2
Upper Intermediate	
Georgian:	B1
Intermediate	
Spanish:	A2
Elementary	

CERTIFICATIONS

- Certificate of completion "Data Analyst with Python"
- Certificate of participation in "Effective Communication Skills" training
- Certificate of participation in the spring 2018 "Peer to Peer: Facebook Global Digital Challenge"
- Certificate of participation in "Leadership Skills Training"

"Law on Insurance Activities" of the Republic of Azerbaijan

- Checked the documents of insurance agents and brokers by the "Law on Insurance Activities" of the Republic of Azerbaijan
- Conducted a research on foreign insurance market experiences to apply in the local insurance market
- Conducted a research on the identification of systemically important insurers and system risks, compulsory personal accident insurance of passengers
- Wrote letters to various organizations and government bodies
- Learned basic knowledge of ICP (Insurance Core Principles)

Transaction Specialist Intern
TuranBank OJSC | Baku, BA

12/2018 - 03/2019

- Transferred or accepted funds by fast money transferring systems like "Zolotaya Korona", "Western Union", "MONEX" and the internal system of TuranBank OJSC "Express"
- Worked with Government Payment Portal to pay the taxes, utility expenses, tuition fees, penalties of customers
- Prepared the relevant documents to the customers who take a loan or those who place a deposit to the bank
- Gave information about bank and services via phone
- Prepared the financial report at the end of each day about the daily transactions.

Financial Administrator Assistant
Sigma Technical Services LLC | Baku, BA

07/2018 - 08/2018

GuseinzadeAuthority

- Registered the Purchase Order documents on Microsoft Office Accounting Program (2009)
- Checked the invoices in terms of agreements
- Restored the invoices of employees of Sigma

Technical Services who got their salaries

- Calculated the service cost of one platform for 4 months
- Conducted and initialized invoice checks for onboarding employees.
- Managed office duties, ordered materials, organized workspaces, answered emails and made phone calls.

SKILLS

- Python
- Proficiency of languages
- Knowledge of insurance legislation and market
- Knowledge of accountancy