

# Elnur Ramazanov ACCA

## Personal and contact information

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**Date of Birth** : 13.06.1982  
**Sex** : male  
**Nationality** : Azerbaijan  
**Marital Status** : single  
**Address** : 113/30 Javanshir st, Khatai district, Baku  
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## Work experience

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**September 2017 – present, Khazar University, instructor, teaching:**

- Principles of Accounting
- Financial Accounting
- Auditing
- Financial reporting and analysis

**September 2014 –May 2017, Western University, instructor, taught:**

- Corporate Finance
- Money and Banking
- Investment Management

**June 2018 – present, “Azerconnect”, Revenue and Accounts Payables Expert (Reporting specialist) , responsibilities:**

- Maintain control over the revenue reporting process
- Preparation of Group Revenue reports
- Coaching and supervision of revenue reporting staff
- Analysis and reconciliation of monthly revenue figures
- Integration of new revenue streams to the revenue reporting system
- Plan and supervise the creation of new reports in the BI system
- Conduct analysis, research and process documentation of the processes for revenue reporting and identify necessary control points;
- Plan activities related to development/improvement of accounting, business and system processes related to Revenue reporting;
- Work closely with Company's external auditors to support annual audit;

**September 2016 – June 2018, “Bakcell” (from 10 May 2017 “Azerconnect”) , Senior Revenue Reporting Accountant, responsibilities:**

- To post monthly revenue actual figures and accruals into the General ledger;
- To close month, conduct related entries and account reconciliations and analysis;
- To analyze of revenue related figures and balances in the Trial Balance;
- Generate monthly revenue and expenditure reports to management.
- To participate in necessary system implementations related to revenue processes;
- To analyze revenue forecasts for new product offerings (Business Cases and Service Memos);
- To maintain performance of control procedures over revenue reporting;
- To perform analysis, research and process documentation of the processes for revenue reporting and identify necessary control points;
- To work closely with Company's external auditors to support annual audit;
- To plan activities related to development/improvement of accounting, business and system processes related to Revenue reporting;
- To maintain/improve weekly and monthly revenue reporting packs;
- To supervise fellow team members;
- To carry out other tasks related to the position assigned by management

**October 2014 – September 2016, “Bakcell” , Senior Fixed Assets Accountant, responsibilities:**

- To be responsible for capitalizing all fixed assets and posting depreciation according to FA (fixed assets) Capitalization policy
- To carry out accounting of fixed assets, verify all fixed assets each month before capitalizing and post them to appropriate ledger accounts in accordance with both US GAAP and Tax Code
- To ensure monthly closing process of FA module within defined deadlines
- To perform reconciliations between GL/SLA and Fixed Assets Register, investigate recognized differences and make necessary adjustments
- To check CIP accounts at the end of each month, determine recent assets and capitalize CIP assets accordingly
- To monitor asset movements in ERP system and adjust the fixed asset records accordingly
- To assist in establishing and implementing fixed asset policies and procedures
- To conduct periodic impairment reviews for fixed assets and accounting of disposal of fixed assets
- To create and monitor a system of controls, procedures, and forms for the recordation of fixed assets
- To reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger
- To carry out other tasks related to the position assigned by management
- To respect and follow internal regulations and procedures

**September 2017 – present, Khazar University, instructor, teaching:**

- Principles of Accounting

**September 2014 –May 2017, Western University, instructor, taught:**

- Corporate Finance
- Money and Banking
- Investment Management

**October 2013 – October 2014, Central Bank of Azerbaijan, Risk management department, Risk specialist, responsibilities:**

- Develop operational risk policies and standards for risk management department;
- Perform operational risk identification and assessment in business units and projects;
- Coordinate with senior management in performing operational risk reviews;
- Track and monitor operational risk issues for business units
- Investigate root causes of operational risks and provide support to mitigate risk;
- Maintain documentation for risk management and risk procedures;
- Monitoring the implementation of action plans to address medium and key risks on the risk registers
- Participate in preparing training materials and conducting seminars for risk coordinators;
- Organize incident reporting in structural units;
- Assisting in preparing reports to the senior management and Risk Management Committee

**June 2010 – November 2011 “Bakcell”, Account payable (AP) clerk, responsibilities:**

- verification of invoices and other appropriate documents related to each shipment according to the contract;
- ensure timely and accurate posting of vendor invoices, debit and credit notes through manual or automatic processes (Oracle);
- communicate with vendors as needed to resolve payment questions, issues, etc.
- prepare journal entries as needed;
- assist in monthly and yearly end close, including reports and reconciliations ;
- perform analysis and conduct other special projects as needed and etc.

## Education

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**November 2011 – March 2013 Master of Professional Accounting (MPA), James Cook University Brisbane, Australia;**

**2003 – 2005 Master in Finance, Azerbaijan State Economic University ;**

**1999 – 2003 Bachelor degree, Finance and Credit , Azerbaijan State Economic University;**

**1988 – 1999 Secondary school #2, Gakh,Azerbaijan.**

**Main achievements:**

- ACCA membership
- master degree with a grade point of average 6.3 out of 7 ( James Cook University Brisbane);
- more than 5 years of experience in different fields of accounting;
- bachelor diploma with distinction;
- master diploma with distinction ( Azerbaijan State Economic University);
- government program for education abroad grant;
- TOEFL IBT 95.

## Computer skills

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Microsoft Office (Word, Excel, MS Project, Outlook, Power Point) - advanced level;

## Language skills

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| Languages | Reading   | Writing   | Speaking | Understanding |
|-----------|-----------|-----------|----------|---------------|
| English   | excellent | excellent | fluent   | excellent     |
| Russian   | excellent | good      | good     | excellent     |
| Turkish   | good      | good      | good     | excellent     |

## **Additional courses**

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| Establishment            | Title - Content       | When (year, month) | Duration |
|--------------------------|-----------------------|--------------------|----------|
| GRBS                     | Negotiation skills    | 2007 may           | 3 days   |
| ZYQON Caspian Consulting | ISO 9001 requirements | 2007 july          | 2 days   |
| GRBS                     | Time management       | 2011               | 1 day    |

## **Interests and additional information**

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Macroeconomic news, applied psychology, historical fictions, football.  
Driving license category B.