

NURANA I. GULIYEVA

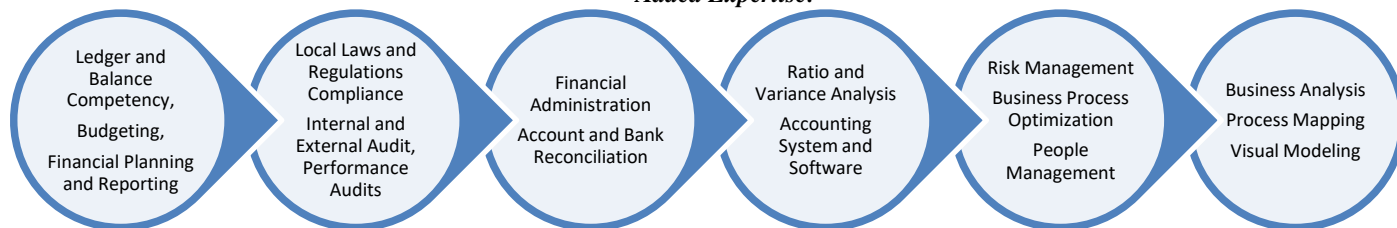
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FINANCIAL REPORTING & ANALYSIS | AUDIT MANAGEMENT | ACCOUNTING OPERATIONS

PROFESSIONAL SNAPSHOT

A customer-oriented and accomplished Finance Manager with over 15 years of performance-driven and progressive experience with strong exposure to working with a big four firm in finance and reporting, audit and accounting operations, budgeting, business, and financial modeling, process mapping in a different multicultural environment across Azerbaijan, UAE, Turkey, Latvia and Montenegro (Europe). Instrumental in streamlining financial operations, enforcing stringent financial controls, financial accounting, strategic financial planning, audit management, and implementing continuous improvement in financial processes to ensure data accuracy by nurturing and strengthening internal procedures. Dexterous in conducting audits with proven ability to formulate audit plans, schedules, and preparation of audit reports after inspection of books of accounts while giving recommendations for improving internal control. Highly motivated, positive, and goal-oriented, with a high degree of flexibility, resourcefulness, and commitment to work.

Added Expertise:



PROFESSIONAL PROFILE

- Skilled in monitoring actual expense and variance report resource management, and financial & administrative control in an increasingly competitive environment; well conversant in IFRS and local GAAP standards
- Proven commercial acumen and business understanding of providing valuable financial advice with the demonstrated track record of consistently combining financial leadership with sound business practices to ensure improved bottom line
- Analytical aptitude with expertise in maintaining the highest level of quality in operations, facilitating quality MIS (Management Information System) reports to enhance efficiency ensuring adherence to standard procedures and statutory compliances
- Experience with working capital management (accounts payable, receivable, inventories), cash flows, accounts reconciliations, managing external/internal audit requirements, risk assessment, and financial data analysis
- Hands-on experience in managing month-end procedures, including preparation of management accounts, updating of a fixed asset register, preparation of monthly trial balance and income statement
- Instrumental in performing Quality Control reviews of audit documentation done by staff working at different levels with the ability in developing the working templates for the Finance and Audit departments to ensure consistency in documentation
- Key competencies in defining standard accounting procedures and introducing well-defined accounting/costing systems along with internal controls for systematic conduct of business in compliance with IFRS standards.

PROFESSIONAL EXPERIENCE

FEB 2023 - Khazar University, Adjunct Lecturer

FEB 2020 - ONGOING: GL LTD (Global Independent Energy Company) - BAKU, AZERBAIJAN, AS FINANCE MANAGER (Senior Managerial Level)

JAN 2018 – JAN 2020: PORTONNOVI RESORT MANAGEMENT COMPANY- HERCEG NOVI, MONTENEGRO, AS FINANCE MANAGER (Senior Managerial Level)

MAR 2014 -DEC 2017: GROUP OF INTERNATIONAL ENERGY TRADE AND INVESTMENT COMPANIES (Managerial Level)

Aug 2017 -Dec 2017: Venta Energy Services SIA., Riga, Latvia as Financial Manager

Jan 2017 – Jul 2017: Mergen Enerji ve Servis Ltd. ŞTI, Istanbul, Turkey as Financial Manager

Jul 2016 – Dec 2016: Coral Energy DMCC, Dubai, UAE as Financial Reporting & Internal Control Manager

Mar 2014 – Jun 2016: Coral Energy Pte. Ltd (Representative Office), Baku, Azerbaijan as Financial Reporting & Internal Control Manager

SEP 2008 – MAR 2014: BAKER TILLY, BAKU, AZERBAIJAN AS AUDIT AND ADVISORY MANAGER (Senior and Managerial Level)

Sept 2012 – Sept 2014 as Advisory Manager

Sept 2009 – Sept 2012 as Audit Assistant Manager

Sept 2008 – Sept 2009 as Audit Senior

SEPT 2006 – SEPT 2008: PRICEWATERHOUSECOOPERS, AS AUDIT SENIOR (Associate and Senior Level)

Sept 2007 – Sept 2008 as Audit Senior

Sept 2006 – Sept 2007 as Audit Executive

KEY CAREER HIGHLIGHTS

GL LTD (Head office and subsidiaries) – Baku, Azerbaijan

- Monthly management and ad hoc report to the Board and Shareholders.
- Year-end audit, coordination with external auditors and consultants.
- Cashflow forecasting and planning for the head office and subsidiaries.
- Working Capital Management and assessment of the financial health and liquidity of the business.
- Preparation of annual budgets and five-year plans, including monthly budget reports and variance analysis.
- Implementation of the Accounting and HR/Payroll Software.
- Supervision of the Tax Team (monthly, quarterly, and annual tax reports VAT, WHT, Income Tax, etc.).
- Designing and implementing business growth plans (revenue recognition and invoicing process, business models for the service companies, optimization of working capital, operational expenditures, etc.).
- Dealing with legal and financial issues of overseas companies (US and UAE-based subsidiaries: bank accounts, payments, tax forms, licenses, establishment documents, etc.).
- M&A, pre- and post-transition experience in acquired oil assets.

Portonovi Resort Management Company – Montenegro, Herceg Novi

- Monthly financial reporting to the Board and Shareholders.
- Weekly activity reporting to the Executive Director and General Manager.
- Preparation of Annual Financial Statements (IFRS) and supervision of annual audits.
- Regular supervision of the budgeting process and preparation of monthly budget performance reports.
- Process mapping (SOPs) and modeling for the organization.
- Preparation of the financial analysis report which includes revenue, and costs analysis and shows the business performance according to the set KPIs.
- Analysis of business opportunities by developing financial models and provision of advice to the board of directors on making more robust decisions.
- Improvement of the reporting system and optimization of workflow in the finance department.
- Supervision and the improvement of the finance department.

Venta Energy Services SIA. – Latvia, Riga

- Managing the finance function, and implementation of the accounting ERP system.
- Planning, directing, and controlling entire finance operations and reporting activities of the organization, creating annual plans that support strategic direction set by the Board while correlating with annual operating budgets.
- Playing a significant role in improving the financial systems, work processes, and competencies through participation in task forces, workshops, and other suitable forums and establishing a system within the division.
- Conducting monitoring reviews on accounting and reporting systems and ensuring the internal controls and systems are in place.
- Planning and managing statutory audits, liaising with external auditors and obtaining audit reports from external auditors.
- Managing the accounting teams by defining responsibilities and objectives, providing performance feedback, coaching, and developing skills.
- Facilitating support in decision-making to the Management by developing financial information, additional analyses, and reports, preparing monthly accounts (P&L, balance sheet, cash flow), and as well as annual statutory accounts under IFRS and local GAAP.

Mergen Enerji Ve Servis Ltd. ŞTI – Turkey, Istanbul

- Monitored and managed fund flows for optimum utilization of available funds and communication with banks. Formulated forecasts and analyzed variances to determine and implement corrective actions.
- Made vital contributions to the development of financial strategies, policies, objectives, and plans and prepared capital expenditure requests and justification analyses.
- Reviewed year-end accounts in line with IFRS and UK GAAP prior to submission to external auditors, ensuring to meet regulatory requirements.

Coral Energy DMCC & Coral Energy Pte. Ltd. – UAE, Dubai

- Implemented the accounting ERP system, and finance operations and created ERP internal accounting policies and procedures, drafted job responsibilities of the finance department for the start-up organization.
- Developed a financial reporting tool to streamline the overall finance & reporting process which resulted in providing effective support in the decision-making process.
- Successfully conducted external audit along with the external audit company and meticulously obtained unqualified (clean) audit opinion for the company having more than 1 Mn accounting transactions a year for a trading company with total assets of more than US\$ 500 Mn and turnover of more than US\$ 2.5bln.
- Instrumentally decreased the receivable payback period from 60 days to 20-30 days by setting up and managing effective financial controls over US\$ 150-200 Mn receivables through daily reconciliation procedures.
- Introduced new practices/processes by maintaining close interaction with Operation, Hedge, and IT departments and introduced hedge accounting in the company with significant success in integrating the accounting system with hedge accounting.
- Adroitly applied IFRS 9 financial instruments hedge accounting and facilitated continual support to the Hedge team with accounting advice as well as monitoring of hedge accounting separately.
- Spearheaded the Accounting team and trained new joiners to meet the organizational requirement and productivity criteria.
- Effectively and successfully completed external audits for the financial years of 2013, 2014, and 2015 for each group of companies.
- Maximized resources by collecting funds from debtors through continuous reconciliations and follow-up procedures.
- Identified key areas of accounting, reported risk within the group of companies and prepared internal control weakness reports to mitigate risks.

Baker Tilly – Azerbaijan, Baku

- Acted as an advisory manager of the CAPSAP (Corporate and Public Sector Accountability Project) project from 2011 to 2013.
- Contributed to setting up the local chartered institute for accountants by establishing internal policies & regulations of the local institute, organizational structure, and relationship with other institutions and government as well as recognition by the ACCA UK.
- Grew the start-up firm to one of the market leaders in assurance and consulting business and ranked 5th in the country in a short span period. Met with clients to identify and assess business controls, risks, process gaps, and workflow inefficiencies.
- Set up paper modules and prepared textbooks and exam questions for each paper; Successfully managed the portfolio of clients from different fields such as insurance companies, banks, investment funds, deposit insurance funds, etc. as an audit manager.
- Prepared bid (tender) documents for audit engagements and develop business for the organization by conducting negotiations with clients.
- Grew the client portfolio from US \$500,000 to \$2.5 million within a span of 4 years; successfully performed audit engagements in banking, insurance, retail, non-profit NGOs, hospitality, construction, and transportation companies.

PricewaterhouseCoopers – Azerbaijan, Baku

- Conducted audit section assigned by the Audit Manager whilst ensuring to complete the tasks within the time budget; sharing information with other members of the team to achieve a smooth flow of operations
- Articulated audit findings, and risks and provide detailed recommendations to upper management with the accountability of drafting audit reports

PROFESSIONAL COURSES & TRAININGS

- Financial Modelling - Advanced (& Introduction to VBA) by BPP London, UK (2019);
- Time Management and General Management Training by GDG Professionals, Montenegro, (2018);
- Information Systems Audit and Assurance by CIIA UK (2015);
- Internal Audit Planning and Assurance Framework by CIIA UK (2015);
- Corporate Governance and Risk Management by CIIA UK (2015);
- Documentary Credit & Payment System, BCGE, BCP & ING, Switzerland (2014);
- Time Management & Leadership, Franklin Covey International, Turkey (2013);
- Audit & IFRS workshop by Emile Woolf International, Turkey (2011);
- Audit & IFRS workshop 2010 by Emile Woolf International, Turkey (2011);
- Audit & IFRS workshop by Baker Tilly International, Netherland (2009);
- IFRS revision course by Baker Tilly International, Turkey (2008);
- “Go Audit - 2” methodology training by PwC, Turkey (2007);
- “Go Audit - 1” methodology training by PwC, Turkey (2006);
- “Go into Orientation” training by PwC, Baku (2006);
- “Train the trainees” Istanbul Boghazichi University, Baku (2005).

ONLINE COURSES & CERTIFICATES

- 3day MBA in Oil & Gas by Angus Warrant, WBC Training (3-5 December 2021)
- Negotiation Mastery, Harvard Business School (Online, March-May 2021)
- Business Analytics, Harvard Business School (Online, January-March 2021)
- Leading with Finance, Harvard Business School (Online, October-December 2020)
- Advanced Valuation and Strategy – M&A, Private Equity and Venture Capital, Erasmus School of Economics (Online, October 2020)
- Introduction to Innovation and Entrepreneurship, Stanford University (Online, August-September 2020)
- Business economics, University of Cambridge (Online, July 2020)
- Financial Modeling: Build a Complete DCV Valuation Model by 365 Careers (Online, June 2020)
- Fundamentals of Quantitative Modeling, University of Pennsylvania (Online, February 2018)
- Business Analysis: Fundamentals, The BA Guide, Jeremy Aschenbrenner (Online, November 2018)
- Business Analysis: Essential Modeling Skills and Techniques, The BA Guide, Jeremy Aschenbrenner (Online, December 2018)
- Lean Six Sigma Yellow Belt Certification by Technical University of Munich (Online, January – June 2019)
- Introduction to Project Management, University of Adelaide (Online, May 2019)
- Introduction to Project Management Principles and Practices Specialization, University of California, Irvine Extension (Online, May 2019)
- Hotel Management: Distribution, Revenue and Demand Management Specialization by ESSEC Business School (Online, September 2019)
- Food and Beverage Management by University of Bocconi (Online, October 2019)

EDUCATIONAL QUALIFICATIONS

- MBA in Finance**, Durham University Business School, United Kingdom – 2015
- Chartered Accountant (F1-F9)**, Association of Chartered Certified Accountants, Glasgow, UK – 2011
- M.S. in Business Accounting and Audit**, Azerbaijan State Economic University, Baku, Azerbaijan – 2007
- B.S. in Economics**, Baku State University, Baku, Azerbaijan – 2005

PERSONAL DETAILS

Date of Birth: 12th May 1984

Nationality: Azerbaijan

Languages Known: English, Russian, Turkish, Azerbaijan (Persian – beginner)

Driving License: Valid

Dependents: 1

