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| **MISS DAMIRA FAKHRUTDINOVA** |
|  | 106 Selskaya, Almaty, KazakhstanMob.: +7 775 119 8767Skype: damira\_040385Email : 1\_damira@mail.ru |
| **PERSONAL STATEMENT** |
| Senior Tax, AR, AP Accountant with over eight years of accounting and tax experience. Enthusiastic, organised, dedicated, highly numerical problem solver with the proven abilities in achieving targets. |
| **PROFESSIONAL CAREER** |  |
| ***Senior Tax Accountant*****JCS Air Astana (Almaty)** | **November 2014 –December 2015**  |
| * Worked to strict deadlines to provide key financial information;
* Completed a variety of tax-related duties, including analyze of expenses and income ;
* Reviewed and reconciled nominal ledger, cards of accounts;
* Prepared monthly Custom Unions tax report, import, quarterly VAT tax reports, processed and reconciled VAT returns;
 | * Liaised with other financial departments, auditors, bankers and other internal and external parties;
* Ran statistical reports and provided other relevant financial reports;
* Ensured that transactions were in compliance with existing tax, financial control policies and regulations; Tax Code;
* Ad hoc financial and administration duties
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| ***Accounts Receivables (AR) Accountant*****General Electric International, Inc. (Almaty)** | **November 2012 – July 2014** |
| * Worked to strict deadlines to provide key financial information;
* Completed a variety of AR-related duties, including raising invoices and collecting outstanding amounts;
* Reviewed and reconciled nominal ledger, bank and cash accounts;
* Prepared quarterly tax reports, processed and reconciled VAT returns;
 | * Liaised with other financial departments, auditors, bankers and other internal and external parties;
* Ran statistical reports and provided other relevant financial reports;
* Ensured that transactions were in compliance with existing financial control policies and regulations;
* Ad hoc financial and administration duties
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| ***Accounts Receivables (AR) Accountant*****PricewaterhouseCoopers Tax& Advisory LLP (Almaty)** | **October 2011-October 2012** |
| * Completed a variety of AR-related duties;
* Produced financial and management accounts;
* Reviewed and reconciled budgets, nominal ledger, bank and petty cash accounts;
 | * Provided multicurrency accounting reports ;
* Balance sheet and control analysis;
* Ad hoc administration duties
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| ***Accounts Payables (AP) and Fixed Assets Accountant*****PricewaterhouseCoopers Tax& Advisory LLP (Almaty)** | **September 2007 – September 2011** |
| * Completed a variety of AP-related duties;
* Maintained the fixed asset register, accruals/prepayments and inventory;
* Received and verified invoices;
 | * Undertook AP reconciliations;
* Reported to the Head of the Department and liaised with other departments;
* Ad hoc administration duties
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| **EDUCATION** |  |
| Kazakh-German UniversityMBA (major in Finance) | 2011-2012 |
| International Academy of Business (IAB)BSc in Economics (major in Accounting and Auditing) *GPA 3.7* | 2003-2007 |
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| **LANGUAGES** |  |
| English (Upper-intermediate); Russian (Native); Kazakh (Proficient), Spanish (Elementary) |
| **IT SKILLS** |
| MS Windows, MS Office (Excel, Word, Power Point, Outlook), Lotus,1C System, Sun, Oracle, Ariba |