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| **MISS DAMIRA FAKHRUTDINOVA** | | | | |
|  | 106 Selskaya, Almaty, Kazakhstan  Mob.: +7 775 119 8767  Skype: damira\_040385  Email : [1\_damira@mail.ru](mailto: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 | | | |
| ***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 | | | |
| ***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 | | | |
| ***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 | | | |
| **EDUCATION** |  | | | |
| Kazakh-German University  MBA (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 | | | | |