

Zohra Khidirli

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Summary

Supportive Accounting Assistant known for taking initiative to maintain best-in-class accounting services. Proven history of helping modernize offices while maintaining financial recordkeeping.

Skills

- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Word
- Bank reconciliation
- Foreign currency transactions
- MS office
- Invoice processing
- Administrative support
- Paperwork and documentation

Experience

ACCOUNTING ASSISTANT | 07/2024 - Current

AYTA-LTD LLC - Sumqayit

- Conducted inventory counts and reconciliations to maintain accurate stock levels.
- Matched orders with invoices and recorded required information.
- Reconciled or entered report discrepancies found in financial records.
- Handled accounts payable and receivable, including invoicing and payment processing.
- Analyzed financial statements to identify trends and make recommendations for improvement.
- Checked figures and postings for correct entry and proper codes.

ACCOUNTING ASSISTANT | 04/2024 - 07/2024

Financial Chain Corporation LLC - Baku

- Managed accounts payable and receivable processes ensuring timely and accurate processing of invoices and payments
- Conducted bank reconciliations and maintained accurate financial records
- Entered and verified data in accounting software maintaining up-to-date records
- Communicated with vendors and clients to resolve billing and payment discrepancies
- Provided administrative support to the accounting team including filing, data entry, and report generation

ACCOUNTING CLERK | 12/2023 - 03/2024

Azerbaijan Supermarket LLC - Baku

- Assisted in managing inventory and stock levels
- Learned about customer service and sales techniques
- Participated in training sessions to improve product knowledge

INTERN | 02/2019 - 03/2019

Human Rights Commissioner of the Republic of Azerbaijan - Baku

- Monitored the compliance of human rights standards in various sectors
- Assisted in preparing reports and documentation for human rights cases
- Engaged in community outreach programs to raise awareness about human rights issues

Education

Azerbaijan University - Baku | MBA

Management, Expected in 07/2025

Azerbaijan University of Languages - Baku | BA

Argentinian Study, 07/2019

ARPA - Baku | Some College (No Degree)

Accounting

Languages

- EN, native
- AZE, native

Personal Information

Date of Birth: 11/10/1998

Languages

Azerbaijani: First Language

English: B1
Intermediate (B1)

Spanish: A1
Beginner (A1)

Turkish: C2
Proficient (C2)

German: A1
Beginner