

CURRICULUM VITAE

Leyla Mahmudova



- **Date of Birth:** 19 April 1995
- **Gender:** female
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WORK EXPERIENCE:

- **February 2016 – present, Ernst & Young(EY) Azerbaijan (Tax & Law Department)**

Responsibilities:

- ✓ Tax compliance and reporting
- ✓ Tax advisory (statutory and PSA legislation)
- ✓ Tax review
- ✓ Tax audit support
- ✓ Payroll calculation
- ✓ Financial accounting and IFRS reporting

- **May 2016, Bank VTB Azerbaijan, Treasury Department (Pre-graduation internship)**

Responsibilities:

- ✓ Liquidity risk assessment
- ✓ Preparation of daily/weekly reports
- ✓ Analysis of internal rules and communication with employees of the Bank on a daily basis to finalize research

Result: Final qualifying research in university => “Liquidity risk management of commercial banks”

EDUCATION:

- 2012 – 2016, Baku branch of the Moscow State University named after M.V. Lomonosov (economics faculty, management specialization/ bachelor degree)
- 2001 – 2012, Classical Gymnasium #160, Baku, Azerbaijan

LANGUAGES:

- Full Professional Proficiency (Fluent) in Russian, English, good in Azerbaijani, study German
- Translation / interpretation experience

COMPUTER SKILLS:

- ✓ MS Office (Word, Excel (incl. VBA), Power Point, Access, Outlook)
- ✓ Eviews (econometrics)
- ✓ 1С («Бухгалтерия 8»)
- ✓ Technical writing
- ✓ Power BI (theoretical skills).

PROJECT PARTICIPATION AND EXTRACURRICULAR ACTIVITIES:

- ✓ August 2015 – Certificate of successful completion of “1С” program course;
- ✓ July 2011 – “Success Skills” (Course provided by Junior Achievement Azerbaijan) => a Work-Readiness Project in Deloitte&Touche LLC Azerbaijan;
- ✓ 2010-2012 – DSD “Sprachdiplom” (the German language diploma) => A2-B1 level

GAINED PERSONAL SKILLS:

- ✓ quick learner
- ✓ excellent communication and analytical skills
- ✓ time management skills
- ✓ self-motivated and patient
- ✓ multilingual
- ✓ attentiveness to details
- ✓ broad view