

Working experience

**Dildora**

**Mirzakarimova**

[**Mirzakarimova.331246@2freemail.com**](mailto:Mirzakarimova.331246@2freemail.com)

**Dec2007-to present LLC “CPS-technical Center” Moscow, Russian Federation**

**(from Sep2013 freelance)** *Warranty and out of warranty repair of appliances and computer*

*equipment, wholesale*

**Senior accountant**

Accounting for foreign currency transactions. Passports bargains preparation and submission of documents to the accounting department of foreign exchange control foreign economic activity.

Accounting Payables

Reconciliations of monthly supplier statments

Accounts Receivables

Coordinate with customer service team and logictics team to resolve

customer queries and diacrepncies to receive timely customer

payments

Monthly reconciliation of Bank accounts

Accounting of daily bank transactions

Manage reconciliation of decentralized accounting activities to

ensure consistency and completeness of financial data

Reconcile Balance sheet accounts and enter-company balance

Transactions

Record of goods and materials, registration of receipt of goods

under import contracts (customs declarations)

Purchase and Sales Ledgers

Prepares asset, liability and capital account entries

**Sep2015-to present LLC “Grandeg Sabo” Latvian-Uzbek Joint Venture,** *production*

*pellet boilers*

**Cheif accountant**

Preparing accounting records, financial & tax reports

Responsile for all aspects of accounting

**March 2014 to present** **LLC “Ziyo Audit”** , *Audit* *& consulting services*

**Part time Auditor**

Audit finance-economic activity of enterprises for compliance

with accounting and tax legislation

**Nov2014 – Sep2015 LLC “Sabo Hamkor”** , *Manufacturing equipments for oil & gas*

*production*

**Chief accountant**

Preparation of financial & tax reports, financial analysis,

projections and information   
 Responsible for all aspects of accounting

**Sep2003 – Nov2007 Association of Accounts and Auditors of the republic of**

**Uzbekistan,** *training & Professional qualification of Auditors and*

*accountants*

**Chief accountant**

Preparation of financial & tax reports, financial analysis,

projections and information   
 Responsible for all aspects of accounting

**Core Strenghts**

Highly motovated, enthuasiastic, good communication skills, eager Experience and learn new skills , Attantion to detail, Flexibility, Energetic work attitude, Analytic and Problem solver.

Education, Certification and Training

**June2016-Dec2016 Financial Academy "Activ” Russian**

**Federation, Moscow**

Training ACCA "Diploma of International Standards

of Financial Reports " DipIFRS(RUS)

**March 2014 Finance Ministry of the Republic Uzbekistan**

Qualification Certificate of Auditor (External)

**June2007-Aug2007 Eurasian Council of Certified Association of**

**Accountants and Auditors**

International qualification

**"**Certified Accounting- Practitioner (CAP)"

**SEP2001-JUL2003** **Andijan Institute of Engineering and Economy**

Master’s Degree: **Audit**

**SEP1997-JUL2001** **Andijan Institute of Engineering and Economy**

Bachelor's Degree: **Economy**

**NOV2012-JAN2013**  **“Nilufar” study centre**

Diploma: Specialist of Sewing Curtains

Languages and Skills

**Languages:** Uzbek**:**  Native

Russian: Fluent

English: Fluent

**Computer Skills**: 1C: Accounting 8.1, 8.2, 8.3; Microsoft Office, Internet Explorer, Photo shop, Power point

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