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|  | **Ruzanna** |
| E-Mail: [ruzanna.312111@2freemail.com](mailto:ruzanna.312111@2freemail.com) |
| **EDUCATION AND CERTIFICATES:** | |
| 2016 - | [**Certified Internal Auditor (CIA) Certification**](https://www.google.am/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwjCkcaL15jPAhVsDMAKHRPsAd0QFggfMAA&url=https%3A%2F%2Fna.theiia.org%2Fcertification%2FCIA-Certification%2FPages%2FCIA-Certification.aspx&usg=AFQjCNGuhDip9Dp9H6Y3qWXW_hg2cwDiDw) **(Part1)** |
| 2006 - | **Association of Chartered Certified Accountants (ACCA)- (F1- F7)**  Student, Professional Scheme |
| 2004 – 2006 | **Master of Accounting & Audit,** International Accountancy Training Center - Yerevan, Armenia |
| 2010 | **Changes in Accounting Standards (IFRS)** Association of Accountants and Auditors of Armenia - Yerevan, Armenia |
| 2009 | **Full Member of Association of Accountants and Auditors of Armenia:** Certificate N AL0660 |
| 2009 | **Seminars on tax legislation with latest changes** IAB Centre - Yerevan, Armenia |
| 2004 | **Course of Accounting Framework,** International Accountancy Training Center -Yerevan, Armenia |
| 2003 | **Dealing in Financial Markets**Financial Academy -Yerevan, Armenia |
| 1975 – 1979 | **Mathematics** Teachers’ Training Institute after Kh. Abovyan - Yerevan, Armenia |
| **SUMMARY OF QUALIFICATION:** | |
| * Finance and Accounting professional with over 10 **years of international professional experience**, five of which are in Dubai, UAE. * As a certified Chartered Accountant have deep knowledge of principles, theories, techniques and practices of modern accounting and auditing to conduct audits, evaluations, and other reviews related to [financial](http://www.jobbankusa.com/resumes/free_samples/examples_templates_formats/auditor_1.html) integrity, economy and efficiency, program results and regulatory compliance. * Thorough knowledge of **financial and operational internal control methodologies**, and experience in its application for a wide range of industries and functions. * Profound ability to visualize, present and defend the effects of recommended changes to assist in making determinations. * Uncommon ability to [communicate](http://www.jobbankusa.com/resumes/free_samples/examples_templates_formats/auditor_1.html) both orally and in writing in order to present findings, explain recommendations, and prepare reports, communicate directly with executive management and board members. * Thorough knowledge of **International Financial Reporting Standards (IFRS)**. * Solid knowledge of **IIA standards** and **COSO** framework. | |
| **PROFESSIONAL EXPERIENCE:** | |
| 2016 – 2016 October | **Partner (BD):** ASPA Management Consultancy-Dubai, UAE  **Responsibilities:**  **Responsibilities:**   * Partner responsible for business development, approaching potential clients and offering management consultancy solutions such as external auditing services, Accounting services, Internal auditing and compliance,etc.; * Developing and maintaining a strong BD data base at the company's inception phase; * Provide detailed guidance to consulting teams on service delivery and project management; * Provide quality assurance and * Maintain good relations with clients. |
| 2016-Till October | **Accounts Manager:** Parisian Department Store LLC - Dubai, UAE  **Responsibilities:**   * Act as a liaison between Finance and Logistics Operations for accounting and financial matters; * Provide finance support in projects, bids and other ad hoc requests; * Process month and end year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity, debt activity etc; * Improve systems and procedures and initiate corrective actions. |
| 2012- 2016 | **Accounts Manager:** Matosian General Trading - Dubai, UAE  **Responsibilities:**   * Act as a liaison between Finance and Logistics Operations for accounting and financial matters; * Provides financial analysis to management team to assess performance and evaluate options; * Provide finance support in projects, bids and other ad hoc requests; * Process month and end year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity, debt activity etc.; * Coordinate and complete annual audits; and * Improve systems and procedures and initiate corrective actions. |
| 2008 - 2012 | **Head of Financial Analyzing Department:** ProfAl Ltd - Yerevan, Armenia  **Responsibilities:**   * Checking reports from 13 different production departments; * Cost accounting; * Calculate and analyze data variances of production; * Monthly and annual analyze of profit and loss account; * Reports preparation and presentation to shareholders; * Analyze profit and loss account; * Budgeting; * Consulting and * Analyzing financial statements. |
| 2007 - 2010 | **Chief Accountant:** Latar OJSC - Yerevan, Armenia, /Hotel complex  **Responsibilities:**   * Manage and oversee the daily operations of the accounting department of a large hospitality business, operations included lodging, entertainment and F&B; * Process month and end year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, fixed asset activity, debt activity etc; * Calculate and analyze data variances of production; * Property record/accounting/registration and draw/write out; * Tax legislation reports; and * Preparation and publication of financial statements. |
| 2010 - 2012 | **Internal Auditor** Parvana Group OJSC  **Responsibilities:**   * Conducting Risk Assessments, analyzing the results by rating risks and creating risk registers; * Developing annual risk based internal audit plans based on the results of the risk assessment; * Conduct audits through the following steps: * Perform business understanding by interviewing process owners. * Designing a Risk Based audit program including key risks, key controls and testing procedures. * Test key controls to ensure that key risks are mitigated. * Issue a draft audit report including all issues noticed. * Present the draft report to management to validate results and obtain action plans. * Present results regularly to the Audit Committee and the board of directors; and * Follow IIA standards |
| 2006 - 2012 | **Chief Accountant** Parvana CJSC   * Process month and end year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure, capital assets reconciliations, trust account statement reconciliations, , fixed asset activity, debt activity. * Tax legislation reports * Preparationof financial statements |
| 1995 - 2004 | **Head of Customer Service Department,**Credit Yerevan Bank - Yerevan, Armenia |
| 1994 | **Engineer – Programmer**Credit Yerevan Bank - Yerevan, Armenia |
| 1979-1994 | **Engineer – Programmer**Algorithm Science Institute - Yerevan, Armenia |
| **QUALIFICATIONS:** | |
|  | **Certificate of Qualified Accountant**  Ministry of Finance and Economy of the Republic of Armenia -August, 2010 |
| **LANGUAGES:** | |
|  | English: Fluentspoken&written |
| **SOFTWARE KNOWLEDGE:** | |
|  | Microsoft Office, Windows, Internet Explorer, Oracle |