

Shageldi Soltanmammedov

SUMMARY OF QUALIFICATIONS

- Director of Finance in countries leading catering services company
- Hold Master of Science in Finance degree from world's leading university
- Knowledge of financial and investments analysis and technical analysis
- Knowledge of Accounts Payable Processes and Management in Oil and Gas and Construction Industry
- With experience in multinational companies
- Good quantitative and qualitative skills backed with analytical skills
- Experienced in accounting software: Lawson ERP and 1C Enterprise
- Proficient in Microsoft Word, Excel, Power Point, Access, Outlook; Internet; Email
- Fluent in Russian, English and Turkish; Native Turkmen

EDUCATION

Umea University, Umea, Sweden

Sep. 2009 – Jun. 2011

Masters of Science in Finance

Relevant courses: Advanced Corporate Finance, Investments, Cash and Risk Management, Financial Statement Analysis and Valuation, Corporate Governance, Financial Markets and Institutions, Financial Planning

Thesis: Board Structure in Swedish Mutual Funds Industry

University of Economics, Prague, Czech Republic

Sep. 2010 – Jan. 2011

Exchange Studies

Relevant courses: International Management, Valuation and Financing of Investment Projects, Project Management, Strategic Leadership and Management of CSR, International Relations, Financial reporting under IFRS and U.S. GAAP

Computer Systems Institute, Chicago, USA

Sep. 2008 – Aug. 2009

Business Career Program

International Turkmen Turkish University, Ashgabat, Turkmenistan

Sep. 2000 – Jul. 2004

Bachelor of Arts in Management

EXPERIENCE

AÝDYŇ SERMAÝA HK. – Balkanabat, Turkmenistan

Feb. 2014 – present

CEO

MERDEM LLC. – Ashgabat, Turkmenistan

Dec. 2011 – Nov. 2015

Director of Finance

- Implemented cost effective and efficient accounting and financial system, policies and processes to meet company's future business growth strategies.
- Lead the project of transition to the International Financial Reporting Standards
- Preparing monthly financial reports for management and shareholders with analysis
- Ensuring companies compliance to local regulations
- Leading the annual business plan development and budgeting process
- Develop and oversee the Internal Review function to ensure that finance and operations controls and policies are complied with in the provincial and field offices
- Develop future income and cash flow forecasts

RENAISSANCE CONSTRUCTION – Ashgabat, Turkmenistan

Oct. 2011 – Dec. 2011

Financial Reporting Manager Assistant

- Managed timely payment of vendor invoices
- Preparing payables aging report for top management
- Preparing and entering foreign currency exchange difference to match reports

Shageldi Soltanmammedov

- Preparing credit risk exposure reports
- Extracting financial reports from 1C Enterprise

SCHLUMBERGER LOGELCO, INC. – Balkanabat, Turkmenistan

Jul. 2007 – Dec. 2007

Accounts Payable Accountant

- Handled over issuance and recording of petty cash transactions
- Registered, stamped & booked invoices into accounting software “Lawson”
- Checked invoices versus contracts, price lists, requisitions, reception of goods/services and authorization of managers
- Managed timely payment of vendor invoices
- Maintained awareness of costs and value in the area of responsibility
- Performed regular reconciliation with suppliers
- Checked expense reports with regard to company standards.

EXPERIENCE (CONTINUED)

STATISTICAL & INFORMATION BOARD – Balkanabat, Turkmenistan

Feb. 2007 – Jun. 2007

Main Specialist, Department of Registration Entrepreneurs & Enterprises

- Registered entrepreneurs and enterprises
- Received monthly, quarterly, yearly financial and accounting reports from entrepreneurs and enterprises
- Input reports into database for statistical data analysis
- Maintained the proper functioning of computer and network systems within organization
- Assisted accounting department with payroll processing and closing quarterly balance sheet

PANALPINA – Balkanabat, Turkmenistan

Jun 2006 – Jan. 2007

Customs Clearance Controller / Customer Executive

- Managed timely customs clearance and release of imported goods for the use of clients.
- Developed and implemented system for reporting on daily status of customs clearance for clients
- Prepared specifications of imported equipment for customs declaration.
- Prepared necessary correspondences & applications for certification of imported equipment at state standards organization
- Controlled customs clearance process of imported equipment
- Arranged and keeping track of local shipments

PANALPINA – Balkanabat, Turkmenistan

May. 2005 – Jun. 2006

Import Coordinator

- Controlled the process of customs clearance of imported goods
- Prepared necessary documents for imported equipment to give under customs responsible storage and for customs clearance

EXTRACURRICULAR ACTIVITIES

Member of Club of Improving Management and Entrepreneurship (CIME)

- Wrote and edited articles for CIME monthly magazine
- Worked with entrepreneurs to give consultation and finding talents to achieve their business goals.
- Committee member in awarding entrepreneur of the year
- Assisted entrepreneurs in communication with international companies

ADVANCED SKILLS

- Able to handle multiple tasks and meet deadlines under pressure
- Ability to adapt quickly to challenges and changing environment
- Personal qualities include: positive, effective problem-solver, dependable and loyal, team player, quick learner.
- Hobbies: News, Reading, Football, Volleyball, Swimming