

Undaganova Aliya Serikkalievna

Accountant

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Objective

To obtain a position in a company or organization at middle management level that will allow me grow and further my knowledge in accounts and finance in accordance with objectives and goals of the organization.

Key Skills

Total Approx 2 Years for Accounts, finance and Cost

Feb 2007 to till Date- with Bonatti S P A (Italy) Deputed In Karachaganak oil field (Kazakhstan), group of British company BG Group and ENI of Italy, Chevron of the USA and LUKOIL of Russia

- Monitoring cash inflow and out flow.
- Assisting in preparation, Monitoring of budget and ensure the proper allocation of different expenses under various heads
- Billing Coordination & payment follow-up
- Maintaining vendor/supplier financial data base and liability statements
- Day to day cash transaction works and internal cash payments
- To prepare of MIS Reports for cash in hand, expenses, liabilities and forecast of payments
- Working on Company's ERP System for online booking or expenses and payments.
- Handling Internal/External Audit & Assessment teams from Prospective and Existing clients
- Maintaining all documents and records as per requirement & Company's Laid down procedures and policies
- Translation of various documents from English to Russian and vice versa, on requirement
- Assisting administration manager in day to day administration work.

Experience

Total Approx 2 Years for Accounts, Finance and Cost

- **Feb 2007 to till Date- with Bonatti S P A (Italy)** Deputed In Karachaganak oil field (Kazakhstan), group of British company BG Group and ENI of Italy, Chevron of the USA and LUKOIL of Russia
- January-February 2007 practice at "Oral-Zelenstroy" Ltd in Accounts and Audit section
- August 2006 practice at **Karachaganak Petroleum Operating b.v.** Kazakhstan Branch Production and Maintenance Department Cost Control Section

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Other Exposures	<ul style="list-style-type: none">• "One World" ERP System• IB System Object-Center of Financial Technology• Microsoft Office• E-mail
Education	<ul style="list-style-type: none">• Economist – manager• English secondary school №8 with profound learning of English language• Musical Secondary school: Piano
Training / Courses	<ul style="list-style-type: none">• 2005-2006 Turkish courses "Professional"• 2006 English courses "Erudit"
Assets	Progressive and adaptive attitude, pleasing personality, willingness to work under pressure and good team worker.
Personal Information	<ul style="list-style-type: none">• Date Of Birth 25 June 1985• Language Known English, Kazakh, Russian• Marital Status Single
Avocations	<ul style="list-style-type: none">• Music• Computer• Reading