**Zhanara Makhayeva** **Address**: Almaty,Kazakhstan

Phone: +7 701 132 7770

email:zhanara.makhayeva@gmail.com

**Skills**

 **Key skills:**

* Strong critical thinking, strategic mindset, analytical and quantitative skills;
* Knowledge of International Financial Report Standards and Accounting Policies;
* Software: SAP;SUN:EPOS;MATLAB, STATA,SPSS;
* Experience of working with big data;
* Experienced user of Thomson Reuters, Bank Scope, Bloomberg;
* Banking software: Bank- Client, Citi Direct, HSBC Net;
* Knowledge of econometric models;
* Excellent written and verbal communication skills, presentation skills;
* Experience of working with banks and tax authorities.

 **Languages:** Kazakh-Native **Computer skills**: MS Word

 English- Fluent MS Excel

 Russian-Fluent Power Point

**Education**

University of Sussex (United Kingdom) September 2014- September 2015

 Department: **Mathematical & Physical Science**

 **MSc, Corporate and Financial Risk Management**

 **Grade: Merit**

**Graduate of the International Scholarship of the President of the Republic of Kazakhstan “Bolashak”**

 Kazakh Economic University (Kazakhstan) September 2009 – May 2011

 Department: **Finance**

 **MSc of Economic Science, GPA 3.69 out of 4.0**

 Kazakh Economic University (Kazakhstan) September 2005 – July 2009

 Department: **Accountancy and Audit**

 **Bachelor, GPA 3.86 out of 4.0**

**Work experience**

**The Regional Environmental Centre**

**For Central Asia (CAREC)**

**Position: Manager of Project Financial Management unit** February 2018-Present

* Track and analyze all costs incurred under the agreement
* Maintain financial records for all program activities
* Ensure that appropriate financial record-keeping policies and practices are established and maintained
* Monitor project budgets and provide required reporting
* Coordinate with Finance team of donors in the region
* Responsible for all the financial aspects of assigned projects
* Partners with Project team to ensure timely execution of projects on budget, assists in troubleshooting issues within the project and the resultant action plan
* Provide financial analytical support to project teams, including the assessment of project overruns and related recoverability
* Implement financial policies and procedures in support of assigned projects
* Assists with risk analysis and mitigation activities
* Responsible for ensuring the audit of financial statements and procedures

**GlaxoSmithKline (Kazakhstan)** March 2016 – January 2018

Position**: Accountant (FSSC/P2P)**

* Posting the invoices in the SAP system;
* Interaction with Business and respond to all requests;
* Audit of the primary documentation for the correctness and completeness in accordance with the requirements of legislation and corporate policies;
* Coordination of the Independent Business Monitoring Audit (IBM)
* Involved in the process of transition to SAP system;
* Participation in the project of transition to LLP
* Act of reconciliation with vendors and suppliers
* Project Management called Values Day at GSK Kazakhstan
* Participation and Presentation in Risk Management and Risk Assessment committee board

**Kazakhmys Projects B V December 2011 – August 2014**

 Position: **Accountant**

* Worked out in all accounting areas, such as: process Expense Reports; accounting records for Tangible and Intangible Assets and Inventory; Accounts Payable and Receivable;
* Involved in preparation of corporate reporting; budgeting and planning;
* Involved in Cash and Bank transactions and control payments according contracts and policy of company; Preparation of cash flow forecast;
* Provide and develop methodology for optimisation of the process in the accounting system for external and internal users; prepared cost control reports;
* Prepared Tax computations and Registrars related to area of responsibility and coordinated in preparation of Statistical Reports to tax authorities;
* Developed the Accounting Policies and Procedures of the Company;
* Experience of liaising with Internal and External Auditors, Insurers, communicated and interacted with banking institutions;

**New Construction LLC May 2010 - November 2011**

 Position: **Financial Accountant**

* Responsible for records of cash transactions and bank transactions;
* Control of cash flow according with contracts;
* Organizing and maintaining accurate company accounting records;
* Liaising with banks and other financial institutions;
* Involved in the process of preparation of tender documents-bank guarantees

 **PULSER LLC May 2009 - February 2010**

 Position: **Assistant of Auditor (Traineeship)**

* Participation in the audit of financial reports
* Restoration of accounting;

 **Personal characteristic:**

* Ability to work in multicultural environment
* High responsibility and self-motivated individual
* Time management, meet deadlines, stress resistance
* Ability to travel abroad

**Papers and Publications:**

* Oral Presentation on the topic Capital Account Liberalisation and Currency Crisis – The Case of Central Eastern European Countries, Baltic States, Caucasus and Commonwealth of Independent States at the 9th Annual International Conference on Global Studies: Business, Economic, Social and Cultural Aspects, Athens, Greece
* Paper presentation, which is linked to research about the link between Capital Account Liberalisation and Currency Crisis – The Case of Central Eastern European Countries, Baltic States, Caucasus and Commonwealth of Independent States. Paper submitted for special edition to “Eastern European Business and Economics Journal” (ISSN 2256-0521) (2015)
* Poster Presentation at the PhD Economics conference in Leicester, United Kingdom on the topic- Capital Account Liberalisation and Currency Crisis – The Case of Central Eastern European Countries, Baltic States, Caucasus and Commonwealth of Independent States