**Dilshod Atakhanov**

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EDUCATION

**St. John’s University**, Staten Island, New York, USA August 2016 to Present

Master of Science in Accounting

**Tashkent State University of Economics**, Tashkent, Uzbekistan 1999 – 2001

Master of Business Administration, GPA: 3.41

**Tashkent Electro-Technical Institute of Communications**, Tashkent, Uzbekistan 1995 – 1999

Bachelor in Telecommunication Management, GPA: 3.84

**Mount Royal University**, Calgary, Canada September- November 2015

English for Academic Purpose

PROFESSIONAL EXPERIENCE

**St. John’s University**, New York, USA September 2016 to Present

Graduate Assistantship – Manhattan Campus

**German International Cooperation (GIZ)**, Tashkent, Uzbekistan January 2011 – June 2016

Nonprofit international organization

***Finance Officer***

* Carried out accounting procedures using accounting software and prepared monthly reports and sent to GIZ HQ;
* Carried out regular analysis of project costs;
* Reviewed the classification of all vouchers according to completeness and to cost category and corrected them if required;
* Provided advice and guidance in financial matters to projects;
* Managed internal control based on GIZ’s internal control manual;

**United Nation Development Program (UNDP)**, Tashkent, Uzbekistan August 2009 – December 2010

***Finance Controller***

* Supervised financial activities and transactions according to UNDP regulations and procedures;
* Prepared budget and overview and analysis;
* Prepared detailed expenditure reports and reported to World Bank;
* Analyzed financial situation and submitted reports to the management;
* Prepared projections for the project budget, based on approved work-plan and analysis on a regular basis;
* Overall financial management of the project including the timely preparation of resource plans, financial accounts and reports in line with UNDP requirements;
* Financial monitoring of sub-grant recipients;
* Grant management on the side of financial issue;

**Ernst & Young**, Tashkent, Uzbekistan January 2008 – July 2009

***Junior Auditor***

* Executed and documented audit procedures, such as obtaining an understanding of routine data processes, testing controls and performing substantive procedures;
* Analyzed evidence, reached conclusions, suggested ideas for audit efficiencies and drafted proposed management letter comments. Identified issues and proposed strategies;
* Stayed abreast of general business and economic developments and understand the client’s business and industry, particularly the risks involved with the areas of the audit they personally execute;
* Prepared written communications such as client correspondence, memoranda and other working papers that document the audit procedures performed, the findings and the results of those procedures;

**United Nation Development Program (UNDP)**, Tashkent, Uzbekistan July 2005 – January 2008

***Finance Assistant***

* Control and monitoring projects budgets
* Daily control of the supporting documents for disbursements;
* Advised and assisted to project staff, experts and consultants on allowances, travel claims and other financial matters;
* Processing payments (payroll salaries, allowances, travel claim, electronic fund transfer);
* Assisted to projects to prepare donor reports;
* Preparation of cost-recovery bills;

**International Research and Exchanges Board (IREX)**, Tashkent, Uzbekistan November 2003 – July 2005

Nonprofit international organization

***Finance Associate/Assistant to Finance Director***

* Financial reporting to IREX head office (monthly, annual, close out, and others as appropriate) including expense reporting, cash requests, cost share, and grant reporting requirements.
* Controlled of disbursements and reporting on cash flows;
* Assisted logistics in program events;
* Responsible for compliance with accepted accounting procedures and specifically USAID procedures for grant management;

**Agency for Technical Cooperation and Development (ACTED)**, Tashkent, Uzbekistan May 2002 – October 2003

Nonprofit international organization

***Accountant***

* Prepared a monthly report on expenditures in the accounting software;
* Allocation of funding and expenditures;
* Monitored budgets of projects and preparation of variance analysis on quarterly basis;

SPECIFIC TRAININGS

**Internal Control of GIZ projects**, Frankfurt, Germany April 2013

**GIZ Accounting software training**, Bangkok, Thailand July 2011

**EY Audit training**, Baku, Azerbaijan September 2008

**UNDP Financial training**, Istanbul, Turkey October 2005

**Financial Management of USAID Awards**, Washington (DC), USA May 2005

SKILLS

Computer: Microsoft Office Word, Excel, Power Point and Outlook;

Accounting software: Basic SAP; SAGA, UNDP Accounting software -ATLAS; Russian Accounting software- 1C;

Language: Fluent Uzbek and Russian, Basic German