



Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Khayrullo Majidov**
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E-mail Khairullo.madjidi@gmail.com
Nationality Tajik
Date of birth 07/07/1987
Gender Male

**Desired employment /
Occupational field** **Accountant, Auditor /
Economy, accountancy, finance**

Work experience

Dates September 2011 – Present
Occupation or position held Representative on project “Sustainable Economic Development in Tajikistan” in Sughd Region, Project assistant, Junior adviser/ credit
Main activities and responsibilities

1. Practical implementation of a given theoretical knowledge on individual lending technology in partner MFOs – RVZ and SMF;
2. Learning new products which have been implemented by our project: start up business, green loans, micro leasing, internal control and audit in MFI - for assisting financial consultant of the project;
3. Providing consultation for loan officers of MFO-partners under coaching financial consultants of the project;
4. Preparation of the report and statistics on monthly basis according to the requirement of the management
5. Representing the project activity among stakeholders, regulatory authorities, donor organizations etc.

Name and address of employer Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
31a, Rahim str.
Type of business or sector Economy, Micro-financing
Dates September 2011 – Present
Occupation or position held Teacher and assistant of the professor
Main activities and responsibilities

1. Conduct training of students in accordance with the requirements of state educational standards;
2. Organization and control their homework;
3. Uses the most effective forms, methods and training, new teaching technologies;
4. Formation of the learning professional skills, prepares them to use the knowledge gained in practice;
5. Participation in the development of educational programs;
6. Maintaining academic discipline and control of attendance;
7. Improving their professional qualifications.

Name and address of employer Type of business or sector	Tajik State University of Commerce, Institution of Economy and Trade, Lenin str. Education
Date Occupation or position held Main activities and responsibilities	March 2011 – Present Assistant of manager 1. Data acquisition about the condition of current activity if company; 2. Setting tasks to working staff; 3. Task control of working staff; 4. Reporting about work statement and etc.
Name and address of employer Type of business or sector	Public organization “Junior Achievement”, Ordzhinikidze str. Economy sector
Date Occupation or position held Main activities and responsibilities	May 2009 – March 2011 Internal auditor and accountant 1. Recording certain business events; 2. Participation in the development and implementation of measures aimed at financial discipline and efficient use of resources; 3. Implementation of the reception and control of primary documentation on the relevant areas of accounting and prepares them for the counting process; 4. Implementation of audit the financial and management reporting company, the analysis of its accuracy, timeliness, and its evaluation and submission 5. Compilation of progress reports, analysis and memoranda, giving expert advice, etc.
Name and address of employer Type of business or sector	Holding company “Babylon”, department of instant payments services “Express-Pay”, Mir str. Express payments through machines, Economy
Education and training	
Date Title of qualification awarded Principal subjects/occupational skills covered	September 1994 - June 2005 Certificate of secondary education Economy, Math, Computer science and English
Name and type of organisation providing education and training	Private School Sunmin
Date Title of qualification awarded Principal subjects/occupational skills covered	September 2005 - June 2011 Diploma of “Specialist of finance” (“Master of Business Administration”, according to Bologna standard) Accounting, Financial and Managerial Accounting, Banking / Faculty of “Economy and Business”, Department of “Finance and Credit”
Name and type of organisation providing education and training	Khujand Polytechnical Institute of Tajik Technical University
Date Title of qualification awarded	May 2008 Certificate for completion Training “Taxes and right” for the preparation of certification exams CIPAEN

Principal subjects/occupational skills covered	Taxes and right / Economy, Accounting, Taxing
Name and type of organisation providing education and training	Khujand Polytechnical Institute of Tajik Technical University, 33 micro-district
Date	February 2009
Title of qualification awarded	Certificate for completion Training "Financial accounting" for the preparation of certification exams CIPAEN
Principal subjects/occupational skills covered	Financial accounting / Economy, Accounting, Financial and managerial accounting
Name and type of organisation providing education and training	Khujand Polytechnical Institute of Tajik Technical University, 33 micro-district
Date	November 2009
Title of qualification awarded	Certificate for completion Training for Standardization of management by ISO Program Management / Economical skills
Principal subjects/occupational skills covered	Management / Economical skills
Name and type of organisation providing education and training	Holding company "Babylon", Mir str.
Date	November 2005
Title of qualification awarded	Certificate of completion an intensive English course of the Upper intermediate level
Principal subjects/occupational skills covered	English language
Name and type of organisation providing education and training	Central Asian Development Agency, Lenin str.
Date	December 2002
Title of qualification awarded	Certificate of completion an English course of the Pre - intermediate level
Principal subjects/occupational skills covered	English language
Name and type of organisation providing education and training	English Language Program Center, supported by Aga-Khan Education Service, Lenin str.
Date	October 2003
Title of qualification awarded	Certificate of completion special course of computer design
Principal subjects/occupational skills covered	Computer graphics / Intermediate computer skills
Name and type of organisation providing education and training	Khujand State University, Lenin str.

Personal skills and competences

Mother tongue(s) **Tajik**

Other language(s)

Self-assessment

European level ()*

Language

Language

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	English	C2	English	C1	English	C1	English	C1	English
C2	Russian	C2	Russian	C2	Russian	C2	Russian	C2	Russian
B2	Persian	B2	Persian	B2	Persian	B2	Persian	B2	Persian

(*) [Common European Framework of Reference for Languages](#)

Computer skills and competences Proficient in using Microsoft Office, Adobe Photoshop, Corel Draw, Microsoft Windows, Internet and other programs concerning editing multimedia and video files.

Organisational skills and competences Responsible for all organizational events during business trips

Driving licence Category B

Additional information

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