

# Esmira Huseynova

## Summary

Accomplished Procurement Specialist with a strong background in finance & strategic sourcing. Success in optimizing procurement processes in accordance with international standards and capitalizing on revenue generation opportunities. Skilled in vendor relations analysis, new supply chains to influence procurement decisions and managing multimillion-dollar purchasing budgets. Customer-oriented, strategic-thinking Procurement Professional with over 6 years of experience in building relationships, cultivating partnerships, retaining top accounts and growing profit channels. Multi-tasking and self-motivated leader with expertise on expanding network connections, persuasively buying introducing products, implementing pricing/merchandising models, inventory control and projections, territory development and revealing customer needs to deliver solutions.

## Skills

- PROFESSIONAL SKILLS
- MS Office
- SAP ERP
- 1C
- Telephone and Email Etiquette
- Spending Oversight
- Order Placement
- Writing and Verbal Communication
- Product Tracking
- Supply Chain Forecasting
- Reliable & Trustworthy
- Organizational Skills
- Active Listening
- Conflict Resolution
- Friendly, Positive Attitude

## Experience

### **PROCUREMENT SPECIALIST** 01/2017 - Current **SOCAR AQS LLC**, Baku

Based on engineers' requests, source equipment/spare parts, equipment related service both within local & international market

Prepare RFQ, receive quotations, based on bidding quotations place POs, SOs on SAP ERP

Ensure to maintain all order related paperwork on server

Prepare a weekly report about orders status and inform related departments;

Communicate and ensure with related technical departments all technical specifications of equipment are in place;

Work closely with the Logistic Department in transportation the internationally ordered equipment to Azerbaijan;

Work closely with the contracts team in preparing & renewing contracts with existing & new vendors

Cooperate with the Accounting Team in creating the reports for monthly payments for vendors based on criticality of orders;

Conduct yearly audit of all vendors based on which prepare a report about successful & non confirming vendors

Update approved vendors list accordingly

**FINANCIAL CONTROLLER 01/2014 - 01/2016****HAVAS WORLDWIDE BAKU LLC, Baku**

Maintained all records on 1C 8.3

Ensured that all main bank accounts are reconciled on a weekly basis

Posted all sundry payment into the ledgers

Produced actual receipts and payments schedule on BI-weekly basis

Prepared cash flow forecast on a bi-weekly basis

Reconciled all bank accounts on a monthly basis

Maintained petty cash records and cash advances accounts

Processed payments and check balances on a daily basis

Maintained direct debit and standing order file

Prepared reports to Pension Fund &amp; Statistical Committee of Azerbaijan Republic

**TREASURY ACCOUNTANT 01/2013 - 01/2014****SOCAR AQS LLC, Baku**

Arranged the preparation of the expenditure order and its accounting;

Arranged the issue of the treasury book and dealt with treasury based on the 1C Accounting program

Made an inventory, every end of the month, of the remaining treasury

**RECEPTIONIST 01/2011 - 01/2013****SOCAR AQS LLC, Baku**

Answered all incoming telephone calls in a professional &amp; timely manner, distributing them quickly and efficiently

Greeted guests/visitors to the office, in a courteous, efficient &amp; timely manner; carry out safety briefing if required

Processed the Company's incoming/outgoing mail.

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**Education and Training****1st Module For Certificate, Introducing Procurement And Supply, 01/2021**  
**CIPS - The Chartered Institute of Proc&Supply****2nd Module For Certificate, Procurement And Supply Operations, 01/2021**  
**CIPS - The Chartered Institute of Proc&Supply****3rd Module For Certificate, Stakeholder Relationships, 05/2021**  
**CIPS - The Chartered Institute of Proc&Supply****4th Module For Certificate, Systems Technology, 05/2021**  
**CIPS - The Chartered Institute of Proc&Supply****Certificate, API Spec Q2 Procur & Critical Supplier Workshop, 03/2018**  
**API - American Petroleum Institute****Certificate, API Spec Q2 Service Design Workshop, 04/2018**  
**API - American Petroleum Institute****Certificate, API Spec Q2 Professional, 11/2017**

**API - American Petroleum Institute**

**Certificate, English Language Proof Certificate, 2015**  
**British Council ADA University**

**MBA, LEGAL CONTROLLING OF ECONOMY, 01/2013**  
**Western University, Baku, Azerbaijan**

**BSC, BIOLOGY, 01/2011**  
**Baku State University, Baku, Azerbaijan**

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## Languages

Native

English

Fluent

Russian

Fluent

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## Activities and Honors

Our enterprise's persistence in maintaining the value of Quality during the complex working conditions created during the COVID-19 pandemic is appreciated. We appreciate your commitment to quality and the value you add to our company.