

**FORMAT OF CURRICULUM VITAE (CV)  
FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: Auditor's assistant

Name of Firm: LLC "Taj-Audit"

Name of Staff: Parviz Khayrulloev

Profession: Auditor

Date of Birth: 04.02.1983

Years with Firm/Entity: 2024 Nationality: Tajik

Membership in Professional Societies: Association of Professional Accountants and Auditors

Detailed Tasks Assigned:

**Key Qualifications:**

	<p><b>Name of assignment or project:</b> Financial audit for 2022 <b>Year:</b> 2023 <b>Location:</b> Tajikistan <b>Client:</b> Branch of JSC "Central Design and Technology Institute" Funded: Branch of JSC "Central Design and Technology Institute" <b>Position Held:</b> Senior Auditor <b>Main project features:</b> Financial audit for 2022 <b>Activities performed:</b></p> <ul style="list-style-type: none"><li>• Audit documentation;</li></ul>
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**Other Trainings:**

*2010 "Lence" LLC Certificate "Management Accounting"*

*2015 "Melody Nur" LLC Certificate "Financial Accounting";*

*2022 Melody Nur LLC Certificate "IFRS";*

*2023 Melody Nur LLC Certificate "IC Accounting 8.3"*

**Education:**

2004-2009 Russian-Tajik (Slovenic) University, specialty: Specialist of the "International Relations"

2011 – 2016 Tajik University of Commerce. Faculty of Economics. Specialization –Finance and credit.

**Employment Record:**

Period	Employing organization and your title/position.	Country	Summary of Activities Performed Relevant to the Assignment
February 2024 – present	Employer: “Taj-Audit” LLC <u>Positions held:</u> Auditor assistant	Tajikistan	<ul style="list-style-type: none"> <li>• Carrying out testing under the guidance of an auditor;</li> <li>• Documentation and collection of audit evidence and audit documentation;</li> </ul>
2020-2024	<b>Employer:</b> LLC "Chor fasl" <u>Positions held:</u> Deputy Director for finance.	Tajikistan	Carries out work on personnel selection; Selection and placement of personnel based on assessment of their qualifications, personal and business qualities; Monitor the correct use of the time of the organization’s employees; Drawing up orders for the acceptance, removal, second ment, etc. of personnel; Ensure the reception, placement and placement of workers in accordance with the acquired profession and specialty, together with the heads of departments, organize their internship and work on adaptation to production activities.
2019-2020	<b>Employer:</b> "Shohsotmon" LLC <u>Positions held:</u> Deputy director for economics and finance	Tajikistan	Control financial, economic and business activities and management of activities and control over the development of these processes; Control over the work of the accounting department, compliance with financial discipline, and savings regimes in all areas of economic activity; Determines the strategy, goals and objectives of development, makes decisions on program planning of financial and economic work; Develops the financial and economic activities of the organization for the year and ensures control over its implementation.
2014-2018	<b>Employer:</b> Association of English Language Teachers of Tajikistan <u>Positions held:</u> Deputy General Director for financial issues		Methodological guidance on financial, economic and business activities; Coordinates the activities of the organization on financial, economic and business issues in accordance with the charter and legislation of the Republic of

			Tajikistan; Analyzes the state of financial and economic activities and higher management bodies to improve work; Develops the financial and economic activities of the organization for the year and ensures control over its implementation; develops the financial and economic activities of the organization for the year and ensures control over its implementation.
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**Languages:**

Language	Speaking	Reading	Writing
Tajik	Mother tongue		
Russian	Good	Good	Good
English	Good	Good	Good

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

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*[Signature of staff member and authorized representative of the firm]* Date: 15.04.2024  
*Day/Month/Year*

Full name of staff member: Parviz Khayrulloev

Full name of authorized representative: Dadajonova Nargis