

SEVIL KHALILOVA

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EDUCATION

September 1999 – June 2004
international finance / Interpreter,
Vadym Hetman Kyiv National Economic University (MASTER'S degree)

PERSONAL PROFILE:

Financial officer with over 9 years of banking experience in trade finance and documentary operations and 6 years in Treasury of Ukrainian agri company. I am reliable, trustworthy and detail-oriented employee looking forward to join the worldwide international company to get valuable experience of working in professional team. My people skills and accuracy will allow me to make a significant contribution to any team.

EXPERIENCE:

A.S.T. LLC

June, 2015 – up to date

Treasury officer

1. Group nonresident companies business support:

- current accounts opening in European banks including KYC related input provision, SWIFT and SEPA payments execution, day-to-day activities with servicing banks;
- financial data provision for sales planning purposes and financial flow taking decision purposes;
- cooperation with the independent auditors providing information about transactions effected, presentation of supporting documents, letters and explanations.

2. Lending portfolio administration:

- participation in raising of credit funds;
- support of financial leasing operations;
- control over the payment of interest under credit and leasing operations, provision of applications on monthly bases, contract terms agreement, presentation of financial statement details on quarterly bases, etc.

EXPERIENCE:

JSC ALFA-BANK

April, 2011 - October, 2012

Deputy head of Trade Finance Department of JSC ALFA-BANK

June, 2008 – March, 2011

Documentary Operations Officer

- import and export letters of credit: providing consultations to the clients, preparation of agreements, issuance of import letters of credit, documents review, bank correspondence via SWIFT (MT 700, 799, 999, 202);
- guarantees: preparation of agreements, guarantee text review to be in compliance to terms of the contract, issuance of guarantees, bank correspondence via SWIFT (MT 760, 799, 999).

EXPERIENCE:

JSC UKRSOTSBANK

August, 2004 - May, 2008

Documentary Operations Officer

- export letters of credit, documentary collections.

PERSONAL SKILLS:

- ability to work in one team, to hear the tasks raised, to find solutions, to work on result;
- ability to work with high degree of attention and accuracy;
- ability to take independent decisions at own level, assuming responsibility.

PROFESSIONAL SKILLS:

- MS office;
- SWIFT;
- 1C.

EXTRA INFORMATION:

- Driving licence;
- Non smoking
- Hobby: Sport, skiing, reading.