

## THE HEAD OF ACCOUNTING DEPARTMENT

### KURBANBAEV JURABEK ERUVBAEVICH



**Hours: Monday - Friday 10: 00-17: 00**

**Phone: +99878 129 40 40 (internal 118)**

**E-mail: [jurabektfi@mail.ru](mailto:jurabektfi@mail.ru)**

Kurbanbaev Jurabek Eruvbaevich was born in 1977 in Tashkent region. Education - higher. He is married and has four children.

#### Labor activity

1994 -1999 -	Tashkent Financial Institute	Student
1999 -2000 -	Tashkent Financial Institute	Assistant of the department of accounting, control and audit
2000-2003 -	Tashkent Financial Institute	Post graduate student of the department of Accounting, control and audit
2004 -2006 -	Tashkent Financial Institute	Deputy Dean of the Faculty of Accounting and Economics
2006-2007 -	Tashkent Financial Institute	Associate professor of Accounting department
2007-2013 -	Tashkent Financial Institute	Deputy Dean of the Financing projects faculty
2013-2016 -	Tashkent Financial Institute	Vice-rector of Economic Affairs
2016- 2019 -	Tashkent Financial Institute	Associate professor of Accounting department
2019 - current period -	Yeoju Technical Institute in Tashkent	Chief Accountant of Yeoju Technical Institute in Tashkent

#### Responsibilities:

- doing tasks honestly and conscientiously, having labor and performance discipline;
- maintenance of accounting in accordance with the normative documents of the Republic of Uzbekistan, control over efficient use of material, labor and financial resources;
- control over salaries of professor-teachers and teaching staff and their distribution;
- formation of complete and accurate information on the status and movement of assets, the status of property rights and obligations in the accounts;
- conducting timely inventory of tangible assets and cash;
- summarizing accounting data for effective management;
- preparation of financial, tax and other reports;
- timely transfer of taxes to the local and national budgets;
- targeted use of funds received from the bank;
- prevention of accounts receivable and accounts payable;

- control over the proper use of payroll fund based on approved staff tables and staff forms;
- control over the receipt and disposal of goods, tangible assets in accordance with the established rules;
- control of qualitative inventory of cash, goods, tangible assets and fixed assets in accordance with established procedure;
- control on timely submission of monthly, quarterly and annual reports to the Tax Inspection, Statistics Department and other organizations.
- Preparation of draft orders and contracts related to financial and economic activities of the Institute.