

# SARVI NABIYEVA



Scan for website

**Location:** Knoxville, TN

**Contact:** Sarvinozdnabiyeva@gmail.com

## ABOUT ME

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I am Sarvinoz but I go by Sarvi. A little about me: I grew up in Pigeon Forge TN. I moved to Knoxville to attend UTK. I have experience creating financial reports and dashboards that let leaders look at KPIs. I have also worked with various general ledger systems. When I am not working I enjoy spending time with friends and family, running, and painting in my free time. Please look at the website I made for some of the side projects I have worked on.

<https://sarvinozz.github.io/SarvinozN/>

## EDUCATION

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**The University of Tennessee, Knoxville,** Haslam College of Business

Knoxville, Tennessee

*Bachelor of Science in Business Administration*

Major: *Business Analytics*      Concentration: *Economics*

## EXPERIENCE

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### FirstBank

Knoxville, TN

*Teller*

September 2024 – Current

- Run transactions with large business deposits and all other transitions with **businesses and customers**
- Process **financial transactions**, and accurately handle customer deposits, withdrawals, transfers, and loan payments while ensuring adherence to **bank policies** and regulatory requirements
- Develop a good and positive team environment and also complete customer needs

### Olive Garden

Knoxville, TN

*Server*

December 2019 – March 2024

- Provided exceptional customer service to guests, ensuring a positive dining experience
- Utilized suggestive selling to guests in a fast-paced environment
- Trained and helped new team members with menu items and the POS system

### Tennessee Valley Authority

Chattanooga, TN

*Financial Operations & Performance Analyst Intern*

May 2022 – August 2022

- Collaborated with external departments to create **reports** of operation metrics for 5 previous fiscal years
- Accomplished a new Power BI dashboard to provide senior management key insights on OP metrics
- Updated business partner metrics on monthly performance reviews, utilizing Power BI and **SharePoint**

### Vanderbilt Mortgage and Finance

Maryville, TN

*Accounts Receivable and Mortgage Insurance Intern*

June 2021 – August 2021

- Maintained the integrity of financial records by conducting **reconciliations**, general ledger schedules
- Demonstrated proficiency in data management by efficiently processing over 40 loans
- Researched and **documented** misapplied payments, errors, and unidentified payments

## SKILLS

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- Microsoft 365( Excel), Tableau, **Power BI**, **Alteryx** (Foundational Certified) Bloomberg Markets Certified, Power Apps