Erkin Nasirov

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Personal Summary

A commercially minded, qualified and results orientated professional with extensive experience and successful record in operations the activities of various departments in alignment with business objectives and strategy.

Good understanding of local economic and commercial challenges; with the skills of developing and maintaining high level contacts in Azerbaijani Ministries, local authorities, businesses and institutions; ability to identify areas of strength and weakness and implement policies, procedures, standards, changes in operation, and systems that optimize productivity.

Comfortable to work with people of all levels and having excellent commercial approach to solving problems and developing business processes. Having proven people management skills, with the ability to manage performance and motivate staff on an individual and team level.

Area of Expertise

- Operational management and improvements
- Organisational direction and strategic planning
- Business Administration
- Financial Management
- Commercial Awareness
- Risk Management
- Information Management and ERP implementation processes
- HR Management and Development
- Strategic Performance Management
- Strategic Project Management

Professional Experience

SINTEKS LLC (Sinteks Group of Companies)
HR Director March 2017 - present

CIDC Baku LLC (Paper Production, Tissue Converting and Baby Diaper Production Mill)
Operations Manager November 2012 – March 2017

CIDC Baku LLC (Paper Production, Tissue Converting and Baby Diaper Production Mill)
HR Manager July 2010 – November 2012

STRABAG (Construction of JW Marriott Hotel)
HR Specialist March 2010 – July 2010

KCA DEUTAG (Drilling Company)
HR and Development Administrator November 2007 – March 2010

AMEC Services Ltd (EMS Project, Engineering Modifications Services)
Offshore Personnel Coordinator July 2006 – November 2007

PCH Offshore PTY Ltd (BP Shah Deniz Gas Export Project)
Offshore Personnel Coordinator Feb 2006 – June 2006
HR/Operations Manager Assistant April 2005 – February 2006

AOQC Moody International Ltd (Recruitment, Outsourcing and Certification)
Recruitment Administrator January 2004 – March 2005

Academic Experience

Khazar University
Lecturer **–** Jan 2016 – up to now
Subjects: Business and professional Communication; Human Resources Management

Azerbaijan University
Lecturer (Managing People in Organisation; Organisational Behaviour & Leadership and Business Communication) September 2011 – January 2014

Education

Chartered Management Institute, UK, Level 7 (Diploma) in Strategic Management and Leadership

2013 – Ongoing

- Personal Development as a Strategic Manager
- Strategic Performance Management
- Financial Management

- Strategic Information Management
- Organisation Direction
- Strategic Risk Management
- Strategic Marketing Management
- Strategic Project management

University of Manchester, UK, International Development: **MSc in Human Resources Management and Development,** 2009 - 2012

- Core Issues
- Human Resources Development
- Human Resources Practice
- International Management
- Organisational Behaviour
- Organisation Development
- Training and Development
- Research Methods

Baku State University, LLM in Civil Law, (1999-2005)

Trainings attended

- Introduction to Management (CIPD, UK)
- Project Management
- Time Management
- Business Ethics
- Principles of Internal Quality Auditing
- Human Resource Management (HR Management planning, Communication Skills, Negotiation Skills, Team Building, Conflict Resolution, Employee relation and diversity Management, Recruitment and Selection)
- HR work hours and contract termination procedures
- HSE Training Course

Languages and Computer skills

English, Russian, Azeri

Microsoft Office