

CURRICULUM VITAE

PERSONAL DATA

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PLACE OF BIRTH Quba, Azerbaijan
NATIONALITY AZERBAIJANIAN

EDUCATION

2001-2006 Khazar University., Azerbaijan. Faculty: Economics; Specialization:Finance

HONOURS AND AWARDS

Fall semester, 2001 “Dean’s honour list”
Khazar University

PROFESSIONAL DEVELOPMENT

April, 2005 Training Program on Interview Skills supported by Career Development Center Khazar University

May, 2005 Training Program on Presentation Skills supported by Career Development Center Khazar University

February, 2006 Workshop Creating a Winning Resume / CV supported by Career Development Center Khazar University

EMPLOYMENT

March 2005-present Khazar University

Head of Human Resource Management:

Preparation of the contracts;
Preparation of the job descriptions;
Monthly evaluation of the performance of workers;
Participation in Annual appraisal talks with employees;
Issuing of the orders and staff lists;
Preparation of the monthly, quarterly and yearly statistic reports;
Keeping under control annual holidays spent list;
Issuing of the required letters for employees;

August 2004 – March 2005 Khazar University

Secretary to the Rector

Maintain confidentiality of a variety of sensitive information
Arrangement of the meetings;

Sort and distribute envelopes to appropriate departments
Communicate with other agencies or departments to provide or obtain a wide variety of information.
Operate a personal computer, FAX and copier ; sort and distribute mail.
Guidance to assigned personnel as needed.
Perform related duties and responsibilities as required.

September 1996 – August 2004 Khazar University

Receptionist

Knowledge of techniques of telephone etiquette;
Receive and screen phone calls and direct incoming calls to appropriate personnel or office;
Provide routine information to callers;

**Mart 1990 – April 1996 Base Special Medical Equipment Ministry Health of Azerbaijan Republic
Accountant**

SUMMARY OF SKILLS AND QUALIFICATIONS

Computer skills: Microsoft Office, Internet
Language skills: Azeri, Turkish, Russian, English

PROFESSIONAL AND PERSONAL STRENGTHS

Positive thinker with learning aptitude; self-motivated; confident;
team-oriented with strong leadership skills
Energetic, with strong interpersonal skills, and pleasant personality
Flexible and effective in dealing with fast-paced environment.

INTERESTS AND HOBBIES

Reading