

## PERSONAL INFORMATION Nilufar Masimova



📍 M.Sharifly 25, Az1040 Baku (Azerbaijan)

✉ nilufar.masimova@gmail.com

**PERSONAL STATEMENT** SHRM SCP certified human resources professional with six years of progressive experience in human resources. Motivated self-starter, who identifies areas that need improvement and develops policies and improvements to resolve deficiencies. Proven ability in working with successful group projects by organizing the project, giving tasks and inspiring members toward desirable goals. Objective is to add value and contribute to the development of human resources practices within the country.

## WORK EXPERIENCE

01/11/2012–up to now

**Senior training professional**

**SOCAR ( State Oil Company of the Republic of Azerbaijan), Baku (Azerbaijan)**

- Delivering trainings on HR and soft skills as a member of internal trainers team
- Analyzing training catalogue
- Analyzing training needs
- Searching for training delivery vendors and conducting negotiations
- Organizing external trainings
- Analyzing training effectiveness

15/09/2012- up to now

**Adjunct lecturer**

Khazar University, Baku (Azerbaijan)

Delivering lectures and seminars from Organizational Behavior, Human Resources Management at MBA groups

01/11/2012–11/09/2019

**Senior human resources professional**

**SOCAR ( State Oil Company of the Republic of Azerbaijan), Baku (Azerbaijan)**

- Responsible for the code of conduct and dress code of the company
- HR representative in the SOCAR's annual sustainable development journal
- Preparing all personnel documents including recruitment, transfer, promotion and termination of employment according to labor legislation
- Ensuring all regulatory compliance with labor law and local legislation
- Advised and consulted senior staff on HR policies and reorganization

01/12/2017– 31/12/2018 **Adjunct lecturer**

ADA University, Baku (Azerbaijan)

- Delivering lectures and seminars from Change Management in Executive MBA
- Delivering lectures and seminars from Business Communication in BBA

- 01/10/2010–01/10/2015 **Member of Municipality, Head of Youth and International Projects Committee**  
Sumgait city Municipality, Sumgait (Azerbaijan)
- Prepared Youth Policy of the Municipality
  - Preparation of Youth policy of the Municipality
  - Preparation and organization of projects within committee

## EDUCATION AND TRAINING

---

- 01/09/2011–01/09/2012 **MSc Human Resources Management**  
University of East Anglia, Norwich (United Kingdom)
- 15/09/2005–31/05/2009 **Bachelor degree in Public Administration**  
Academy of Public Administration under the President of Azerbaijan Republic, Baku (Azerbaijan)
- 30/05/2017–18/06/2017 **Young Transatlantic Innovative Leaders Initiative**  
Department of State of USA and German Marshall Fund, Washington (United States)
- Program outcomes:
- Networking and experience sharing with HR consulting companies
  - Getting familiar with Google's people practices
  - Getting familiar with the training practices of the Center for Professional Education of the Texas University
  - Getting familiar with SHRM training practices and resource building experience
  - Building partnership with SHRM
  - Building partnerships with HR IT companies and software developers
  - Getting familiar with the active learning practices used by SHRM
  - Getting familiar with the online teaching tools
- 15/06/2016–15/08/2016 **HRM Practices of Eon and Uniper**  
Eon and Uniper, Dusseldorf (Germany)
- HRM practices of the company covered :
- HR structure of Eon and Uniper
  - Developing HRM corporate strategy
  - Developing HRM policies and procedures
  - Employer branding
  - Training and development
  - Strategy of learning organization
  - Recruitment
  - HRM service centers
- 16/10/2015–17/10/2015 **HR Experience 2**  
P World Baku, Baku (Azerbaijan)
- 14/03/2013–20/03/2013 **Youth Peace Camp**  
Council of Europe, Budapest (Hungary)
- 07/02/2013–15/02/2013 **International meeting on the access to social rights for young people, especially from disadvantaged neighborhoods**  
Council of Europe and Youth Social Network, Strasbourg (France)

**PERSONAL SKILLS**

Mother tongue(s) Azerbaijani

| Other language(s) | UNDERSTANDING |         | SPEAKING           |                   | WRITING |
|-------------------|---------------|---------|--------------------|-------------------|---------|
|                   | Listening     | Reading | Spoken interaction | Spoken production |         |
| English           | C2            | C2      | C2                 | C2                | C2      |
| Russian           | C1            | C1      | C1                 | C1                | C1      |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

**Communication skills** - good communication skills gained through the experience in non-governmental organization, being a lecturer at the university, providing trainings, working with different teams and negotiating with different parties

**Organisational / managerial skills** - leadership skills gained through leading projects and working with people in the projects  
 - organizational skills are gained through organizing and conducting projects

**Job-related skills** - Deep knowledge on building hr structure in accordance with Ulrich's three legged stool model  
 - Deep knowledge in interest areas such as employer branding, learning organizations and employee engagement  
 - Familiar with the Labour Code of the Republic of Azerbaijan  
 - Gained skill of delegating tasks through experience as a team leader  
 - Networking skills  
 - Ability to work under the pressure and tough deadlines

**Digital skills**

| SELF-ASSESSMENT        |                  |                  |                  |                  |
|------------------------|------------------|------------------|------------------|------------------|
| Information processing | Communication    | Content creation | Safety           | Problem solving  |
| Proficient user        | Independent user | Independent user | Independent user | Independent user |

Digital skills - Self-assessment grid

**ADDITIONAL INFORMATION**

**Projects** PDP - Personal Development platform  
 Human Resources Forum Azerbaijan- organizer  
 Mini MBA Program of Unibank Azerbaijan, trainer of OB  
 A Road to Proficiency in Human Resources Management – trainer  
 Master class: Leading people – Young Business Factory- trainer  
 HR School Project – organizer and trainer

