

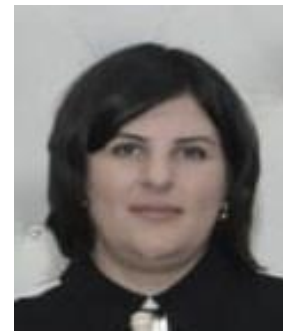
## Shafa Alasgarova

*Contact information:*

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## WORK EXPERIENCE

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11/10/2011-current

**HR specialist**, SOCAR, Baku, Azerbaijan

- Defining role requirements, describing work duties, salary and benefits of a particular vacancy.
- Screening, testing and assessing candidates
- Guiding line managers the interview and selection process, providing them with the appropriate templates, and determining the most appropriate interview questions to measure candidate skills as required.
- Assist in developing and interpreting resourcing plans
- Timely analysis of recruitment metrics and onward application to improve processes
- Assist with the design of assessment centers and the administration of numerical, verbal and personality profiling
- Carry out internship and graduate recruitment projects at SOCAR

09/2012-current

**HR lecturer**, Khazar University, Baku, Azerbaijan

- Teach introductory and upper level courses in Management and Human resources management
- Assessing students course work and material
- Write, administered and graded midterm and final examinations
- Plan, evaluate and revise course content and course materials
- Providing mentoring, advice and support to students on a personal level

07/2010 – 09/2010

**HR intern**, BP AGT, Baku, Azerbaijan

- Prepare HR-related reports
- Assist with recruitment activities and coordination
- Phone screen applicants
- Assist with special projects and other duties

## EDUCATION

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09/2014-07/2018	<i>PhD in Development policy and Management (Human Resource Management)</i> University of Manchester, UK
09/2010-09/2011	<i>Msc in Human Resource Management (International Development)</i> University of Manchester, UK
09/2008 – 06/2010	<i>Msc in Management</i> International Hellenic University, Thessaloniki, Greece
09/2011 – 09/2013	<i>Bsc in Business Administration with HRM focus</i> Royal Holloway University, UK (distance learning)
09/2004 – 09/2008	<i>BA in Linguistics (English-French)</i> University of Languages, Baku,Azerbaijan

## SCHOLARSHIPS & AWARDS

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2014 – 2018	Azerbaijan Governmental Scholarship for Higher Education (UK)
2010 – 2011	Scholarship by SOCAR (UK)
2008 – 2010	Erasmus Mundus Program (Greece)

## QUALIFICATION

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<i>Training courses:</i>	Talent Management and Succession Planing (CIPD,Kuwait) Research Methodology (Manchester,UK) GTA Training course (Manchester, UK)
<i>Computer Skills:</i>	MS-Office, SAP, OpenText

## PUBLICATION

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Alishova, Sh., Mamman, A., & Ameen, A. (2016). Strategic Human Resource Management: A Tale of Multi National and State Oil Companies, *Journal of Business and Management*, 18 (7), 81-95