

## PERSONAL INFORMATION FAKHRADDIN ABDULLAYEV



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Sex Male | Date of birth 05 October 1986 | Nationality Azerbaijani

JOB APPLIED FOR  
POSITION REFERRED  
JOB STUDIES APPLIED  
FOR

Postgraduate Applied International Relation

## WORK EXPERIENCE

19.09.2016 – 08.08.2019

**HR Leading Specialist**

Azerpost LLC

Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software. Maintain data in information systems or databases. Interpret and explain human resources policies, procedures, laws, standards, or regulations. Explain regulations, policies, or procedures. Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities. Coordinate personnel recruitment activities. Schedule or conduct new employee orientations. Develop training materials. Train personnel to enhance job skills.

15.07.2019-30.07.2019

**Front of House Manager**

European Youth Olympics Festival - BAKU 2019

Manage the reception, reservations, catering and cleaning over a large account. Deliver the professional greeting of clients and visitors, to the highest standards. Monitor, manage and review the catering and cleaning contracts. Ensure the team leaders and supervisors co-ordinate their staff to ensure the delivery of exceptional front of house services.

Implement dynamic operational working procedures, to support the delivery of service excellence

Lead weekly management report meetings with the client and build strong relationships with key business leaders

Strong detail analysis of service delivery and identify continuous improvements

Monitoring the team's performance promoting achievements and identifying weaker areas for improvement

20.04.2019-30.04.2019

**Front of House Manager**

2019 Formula 1 Azerbaijan Grand Prix

Manage the reception, reservations, catering and cleaning over a large account.  
Deliver the professional greeting of clients and visitors, to the highest standards

Monitor, manage and review the catering and cleaning contracts

Ensure the team leaders and supervisors co-ordinate their staff to ensure the delivery of exceptional front of house services.

Implement dynamic operational working procedures, to support the delivery of service excellence

Lead weekly management report meetings with the client and build strong relationships with key business leaders

Strong detail analysis of service delivery and identify continuous improvements

Monitoring the team's performance promoting achievements and identifying weaker areas for improvement

21.04.2018-30.04.2018

**Front of House Manager**

2018 Formula 1 Azerbaijan Grand Prix

Manage the reception, reservations, catering and cleaning over a large account.  
Deliver the professional greeting of clients and visitors, to the highest standards

Monitor, manage and review the catering and cleaning contracts

Ensure the team leaders and supervisors co-ordinate their staff to ensure the delivery of exceptional front of house services.

Implement dynamic operational working procedures, to support the delivery of service excellence

Lead weekly management report meetings with the client and build strong relationships with key business leaders

Strong detail analysis of service delivery and identify continuous improvements

Monitoring the team's performance promoting achievements and identifying weaker areas for improvement

17.06.2017-27.06.2017

**Front of House Manager**

2017 Formula 1 Azerbaijan Grand Prix

Manage the reception, reservations, catering and cleaning over a large account.  
Deliver the professional greeting of clients and visitors, to the highest standards

Monitor, manage and review the catering and cleaning contracts

Ensure the team leaders and supervisors co-ordinate their staff to ensure the delivery of exceptional front of house services.

Implement dynamic operational working procedures, to support the delivery of service excellence

Lead weekly management report meetings with the client and build strong relationships with key business leaders

Strong detail analysis of service delivery and identify continuous improvements

Monitoring the team's performance promoting achievements and identifying weaker areas for improvement

20.04.2017-26.05.2017

**Front of House Manager**

The Baku 2017 Islamic Solidarity Games

Manage the reception, reservations, catering and cleaning over a large account.  
Deliver the professional greeting of clients and visitors, to the highest standards  
Monitor, manage and review the catering and cleaning contracts  
Ensure the team leaders and supervisors co-ordinate their staff to ensure the delivery of exceptional front of house services.  
Implement dynamic operational working procedures, to support the delivery of service excellence  
Lead weekly management report meetings with the client and build strong relationships with key business leaders  
Strong detail analysis of service delivery and identify continuous improvements  
Monitoring the team's performance promoting achievements and identifying weaker areas for improvement

27.04.2015-03.07.2015

**Front of House Manager**

BEGOC: 1-st European Games 2015

Coordinating the entire operation of the media dining during scheduled shifts.  
Managing staff and providing them with feedback.  
Responding to customer complaints.  
Meeting and greeting customers and organizing table reservations.  
Organizing and supervising the shifts of kitchen, waiting and cleaning staff.  
Lead weekly management report meetings with the client and build strong relationships with key business leaders  
Strong detail analysis of service delivery and identify continuous improvements  
Monitoring the team's performance promoting achievements and identifying weaker areas for improvement

26.09.2013-09.12.2014

**HR Specialist**

AZERSUN Holding

Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media and internet sites; providing organization information, opportunities and benefits; making presentations; maintaining rapport. Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements. Manages new employee relocation by determining new employee requirements; negotiating with movers; arranging temporary housing; providing community introductions. Accomplishes human resources and organization mission by completing related results as needed.

05.11.2011-29.08.2013

**Assistant manager for Sales**

ABC Telecom

Updates managers by consolidating, analyzing, and forwarding daily action summaries. Evaluates competition by visiting competing stores; gathering information such as style, quality, and prices of competitive merchandise. Attracts customers by originating display ideas; following display suggestions or schedules; constructing or assembling prefabricated display properties; producing merchandise displays in windows and showcases, and on sales floor. Contributes to team effort by accomplishing related results as needed.

- 02.02.2011-30.09.2011  
**Trainer**  
Stimul Education-Consulting  
Trainer of “Public Speaking”  
Explaining how to make a good speech.  
Teaching public speaking
- 28.01.2009-23.11.2009  
**HR Assistant**  
IRSHAD Hotel  
Assist with day-to-day operations of the HR functions and duties  
Provide clerical and administrative support to Human Resources executives  
Compile and update employee records (hard and soft copies)  
Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)  
Coordinate HR projects (meetings, training, surveys etc) and take minutes  
Communicate with public services when necessary  
Properly handle complaints and grievance procedures  
Conduct initial orientation to newly hired employees
- 07.07.2008-01.10.2008  
**Internship**  
Ministry of Foreign Affairs of Azerbaijan (State protocol and Archive department)  
Receiving official letters and protocols of foreign states.  
Translating of these official documents.  
Collecting these documents to archive.
- 02.10.2007-22.11.2007  
**Hospitality Assistant Manager**  
Historical and Architectural Reserve of Icherisher  
Friendly and generous reception and entertainment of guests and visitors.
- 26.12.2003-27.06.2004  
**Team Leader of School**  
As a team leader (Capitan) at intellectual club by the name of Great Philosopher N.Tusi 3rd place winner, inter schools of Republic.
- 12.11.2008  
**Team Leader of University**  
As a team leader (Capitan) in competition of **Political Science** by the supporting of Ministry of Youth and Sports 2nd place winner, inter universities of Republic.
- 25.06.2011  
**Team Leader of MI7**  
As a team leader (Capitan) in competition **I<sup>ST</sup> ICHERISHEHER INTELLECTUAL FESTIVAL** 1<sup>st</sup> place winner inter intellectuals of Republic.

EDUCATION AND TRAINING

- 2005-2009 **Bachelor of International Relations**  
 Khazar University (Baku, Azerbaijan)  
 School of Humanities and Social Science (SHSS)
- 2017-2019 **Master of Political Sciences**  
 Taras Shevchenko National University of Kyiv  
 Faculty of Philosophy Specializations: Programs for Politology
- 03.10.2008-31.03.2009 **Public Speaking**  
 in Academy of Public Administration Baku (Azerbaijan) (Certificate)
- 25-30.09.2008 **“Youth Employment Summit”**  
 Conference in Baku Certificate awarded for successful participation of the Programme as a Team Leader of volunteers (Certificate)
- 28-29.10.2009 **NATO International school of Azerbaijan (NISA)**  
 The Role of Armenian Press (Certificate)
- 20-27.03.2013 **Micro Expressions / (FACS)**  
 Center for body language (Certificate)
- 14-19.10.2011 **International Alert**  
 School of Peacebuilding for Economic Actors Tbilisi (Georgia) (Certificate)

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Russian	C1	C1	C1	C1	B2
French	A2	A2	A2	A2	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
 Common European Framework of Reference for Languages

- Communication skills**
- Good interpersonal communication skills.
  - Share information using a range of information and communication technologies
  - Identify and access learning sources and opportunities

- Organizational/managerial skills**
- Assess situation and identify problems.
  - Identify the root cause of a problem.
  - Management and Leadership
  - Manage and resolve conflict when appropriate.
  - Create and innovate in exploring possible solutions;
  - Check to see if a solution works and act on opportunities for improvement

- Job-related skills**
- Working under pressure
  - Ability to work independently or as a part of a team;
  - Lead or support when appropriate, motivating a group for a high performance;
  - Identify and suggest alternative ways to achieve goals and to get the job done
  - Willing to continuously learn and grow

- Computer skills**
- Microsoft Office, 1C, Adobe Photoshop, Corel Draw, work with Internet

## ADDITIONAL INFORMATION

**Since 2007****Coach**

Public Speaking, HR Management, Effective Communications, Trainings for Trainer and Micro-Expressions & FACS

**Trainer of trainings**

Organized and delivered training's and seminars on topics like: Leadership, Arts of oratory; Effective leadership; Rules of diplomatic ethic; Risk management; Public speaking; Self-confidence; Motivation; Goal setting; Time management; NLP & subconscious mind, State and society, Political thought and philosophy, International terrorism, National security and intelligence, History of diplomacy, International literature etc...

**My hobbies**

To take photos, to play chess, to read books  
(Especially: philosophical, world literature and diplomacy) and Jiu-Jitsu

**Military service**

05.01.2010 – 02.01.2011