

SALIMA AHMADOVA

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Baku Xocali Prospekti 29

EXPERIENCE

- 02/2022 - Current **Project Manager, Khazar University, Baku**
- Conducted regular status meetings with internal teams and external partners to track progress against established milestones.
 - Coordinated resources across multiple departments and teams as needed for successful completion of projects.
 - Conferred with project personnel to identify and resolve problems.
 - Submitted budget estimates, progress reports and cost tracking reports.
- 02/2022 - 08/2022 **Organizational Development Intern, Pasha Life MMC**
- Supported infrastructure development team by completing daily tasks.
 - Conducted needs analyses and cultural assessments to enhance organization-wide change.
 - Implemented training programs to apply principles of learning and individual differences.
- 10/2020 - 02/2021 **Community Relations Manager, Social Innovation Lab LLC**
- Communicating with universities and building a bilateral network
- 07/2020 - 10/2020 **Project Coordinator, Azerbaijan School Of Diplomacy**
- Supporting underprivileged students' education project
 - Communicating directly with needy students and organizing interviews
 - Checking documents
 - Internship in International Student Advising
- 07/2018 - 05/2020 **Student Advising Office Intern, Istanbul Bilgi University, Istanbul, Turkey**
- Conducting special international student orientation sessions
 - Providing information and assisting with Residence Permit applications
 - Informing and assisting students over social media and email

EDUCATION AND TRAINING

- 06/2023 **Master Degree, Public Administration**
ADA University
- 2020 **Bachelor Of Arts, International Relations**
Istanbul Bilgi University (Laureate University)
- 2018 **Bachelor Degree, Area Studies(Great Britain, America)**
Khazar University

SKILLS

- Teamwork
- Time management
- Problem Solving
- Project Tracking
- Resource Allocation
- Risk Management

LANGUAGES

English: C1

Advanced (C1)

Turkish: C1

Advanced (C1)

Russian: B1

Intermediate (B1)