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 Baku city, Garadag district,  
Lokbatan Str. Intigam Nabiyev,  
Building 41, apartment 44

## SKILLS

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- Writing drivers
- Software Installation
- Controlling Computer and Software Updates
- Windows Operating System Fix
- Solving Technical Problems
- Providing Laptops, Scanners, Printers, Communication Devices

## LANGUAGES

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- English
- Azerbaijani
- Turkish
- Russian

# AYSEL AKBAROVA

## WORK EXPERIENCE

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### Baku Khazar University | Librarian

01.03.2022 - present

- Putting in order the library stock.
- Receiving, listing, and archiving chronological literature.
- To participate in the reader survey, to give them the necessary literature to assist in finding.
- List of books taken and returned by readers
- To inform new readers about library rules, to explain how to use the electronic catalog.
- To control the sanitary condition of the library fund.
- To observe the rules of protection and safety of books.
- To participate in the compilation of the book list.
- Opening the reader's book For new registered readers at the beginning of the academic year

### State Examination Center of the Republic of Azerbaijan | Release procedure conducted Employee

01.03.2022 - present

### Baku Khazar University | Reception

01.03.2015 - 01.07.2020

- 1. Receiving and sending letters, registration
- 2. Receiving guests, directing and registration
- 3. Answering incoming calls
- 4. Archive belonging to "Khazar Khabar" magazine, organization of Dean's office and departments

## EDUCATION

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### Azerbaijan Technical University , 2012-2014

Master of Computer Engineering

### Baku State University , 2006-2010

Bachelor of Mathematics