



Gumru Mustafayeva

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ABOUT ME

I am a dedicated management student with a strong passion for problem-solving, organizational development, and a strong interest in Human Resources, organizational development, and people management. Possesses strong communication and organizational skills and aims to develop professionally in talent acquisition, employee engagement, and strategic HR planning while contributing to effective coordination and a productive academic environment.

WORK EXPERIENCE

Khazar University - Multimedia Center – Baku, Azerbaijan

Coordinator

[01/12/2025 – Current]

- Managed team workload and coordinated project activities
- Planned and organized multimedia projects from start to finish
- Archived, organized, and maintained digital media files
- Performed photo and video production
- Trained and supervised volunteers
- Supported volunteer engagement in ongoing projects

Center for Analysis of Economic Reforms and Communications of The Republic of Azerbaijan – Baku

"Human Resources" Intern

[04/07/2024 – 04/10/2024]

- Supported the recruitment process by posting job ads, screening resumes, and scheduling interviews.
- Helped maintain employee records and organize personnel files.
- Assisted in coordinating training sessions and workshops.
- Conducted research on HR policies to support organizational strategies.
- Provided general administrative support for HR projects.

StudyLab Education Center – Baku, Azerbaijan

"Coordinator for examination work" Intern

[03/2024 – 06/2024]

- Assisted in organizing and coordinating examination schedules and processes.
- Ensured compliance with examination rules and regulations.
- Managed communication between examiners, students, and administration.
- Supported the preparation and distribution of examination materials.
- Monitored the examination process to ensure smooth operations and addressed any issues promptly.
- Collected and recorded examination results with accuracy and confidentiality.

Yapi Kredi Bank Azerbaijan – Baku, Azerbaijan

"Corporate, Commercial and Retail Banking" Intern

[12/2023 – 03/2024]

- Drafted and prepared various banking documents in accordance with operational procedures.
- Managed the archiving and organization of important banking documents for easy access and retrieval.
- Executed day-to-day banking operations, ensuring smooth and efficient transactions.
- Added and updated documents in the bank's system to maintain accurate records.
- Assisted customers by directing and providing information, ensuring a smooth and positive experience when they visited the bank.

EDUCATION AND TRAINING

MBA on Human Resources Management

Khazar University [09/2025 – Current]

City: Baku | Country: Azerbaijan

Bachelor's degree of Management

Khazar University [09/2021 – 06/2025]

City: Baku | Country: Azerbaijan

GPA- 87.53

LANGUAGE SKILLS

Mother tongue(s): Azerbaijani

Other language(s): English - Intermediate (B2)

SKILLS

Microsoft Office (Outlook, Excel, Word, PowerPoint) / Canva / Notion / Asana / Trello / EViews / Adobe Lightroom / Adobe Photoshop / DavinciResolve

CONFERENCES AND SEMINARS

Baku

"Perspective on the Business World with Youth: Through the Eyes of Human Resources" The forum *"Perspective on the Business World with Youth: Through the Eyes of Human Resources"* examines the role of young professionals in shaping contemporary organizational practices. Focusing on the Human Resources perspective, the discussion will address how the aspirations, values, and skills of the younger generation influence recruitment, career development, and workplace culture. The forum aims to provide a deeper understanding of the opportunities and challenges that arise from integrating youth into the labor market, while also emphasizing HR's strategic role in fostering talent, innovation, and sustainable workforce growth.

HONOURS AND AWARDS

[07/2025] HUMAN RESOURCES ACADEMY

Practical work on the "ƏMAS" Portal

[04/2025] HUMAN RESOURCES ACADEMY

Human Resources Management

[10/2024] Center for Analysis of Economic Reforms and Communications of The Republic of Azerbaijan

Human Resources

[06/2024] StudyLab Education Center

Exam Coordinator

[03/2024] Yapi Kredi Bank Azerbaijan

Corporate, Commercial and Retail Banking

[07/2022] Central Bank of the Republic of Azerbaijan

Banking and Digital Payments

[06/2022] Central Bank of the Republic of Azerbaijan

Over-indebtedness: Problems and Recommendations

[05/2022] Central Bank of the Republic of Azerbaijan

Financial Literacy: Strategy, Teaching, Analysis

[05/2022] Central Bank of the Republic of Azerbaijan

Introduction to Insurance

VOLUNTEERING

[10/2023 – 02/2024] Baku

Photographer at Multimedia Center - Khazar University

- Captured high-quality photos for university events, activities.
- Assisted in setting up lighting, cameras, and other equipment for photoshoots.
- Edited and retouched images to ensure professional quality and consistency.
- Managed and organized photo archives for easy access and future use.

MANAGEMENT AND LEADERSHIP SKILLS

Creativity / Interpersonal skills / Emotionally intelligence / Flexibility / Critical thinking / Communication / Teamwork / Responsibility / Problem-solving / Decision-making / Active Listening / Time Management
