

SABINA GULUYEVA HAMZAYEVA

PROFESSIONAL SUMMARY

Dynamic leader with expertise in strategic planning, team management, and compliance oversight. Proven track record in enhancing documentation systems and fostering collaboration across academic and administrative units.

SKILLS

- Leadership & Team Management
- Teamwork and collaboration
- Flexible and adaptable
- Strategic Planning & Decision-Making
- Time management
- Multitasking Abilities

WORK HISTORY

HEAD OF THE GENERAL DEPARTMENT 09/2025 to Current Khazar University

- Leads and manages university-wide records management, document workflow, and archival operations.
- Develops and implements a unified documentation system across all academic and administrative units.
- Oversees compliance with institutional policies and regulatory standards for official documentation and correspondence.
- Coordinates document control processes, ensuring timely registration, distribution, and archiving of official records.

ACADEMIC ENGLISH AND ESP INSTRUCTOR 09/2024 to Current Khazar University

- Developed comprehensive lesson plans aligned with curriculum standards.
- Facilitated interactive classroom discussions to enhance student engagement.
- Implemented assessment strategies to evaluate student performance effectively.
- Mentored junior faculty in pedagogical techniques and course development.

PROJECT MANAGER 02/2020 to 09/2025 Khazar University

- Managed both local and international educational projects, including **Erasmus+ MEDIATES, DIRNA, ECAR, PICASP**, and coordinated the **Smart Solution startup project with Azercell**.
- Oversaw all phases of project lifecycle, focusing on proposal and grant writing, meticulous budgeting, and efficient resource allocation.
- Facilitated collaboration among cross-functional teams and stakeholders to achieve project objectives, timelines, and quality standards.

HEAD TEACHER 03/2017 to 12/2019 Headway LD

- Developed and implemented tailored educational programs for diverse learning needs.
- Led instructional staff in curriculum design and assessment strategies to enhance student engagement.
- Monitored student progress through data analysis, driving targeted interventions for improvement.

BUSINESS ENGLISH INSTRUCTOR 04/2017 to 06/2018

Accord Industrial Company

Delivered targeted Business English training to management team, fostering effective leadership communication.

EDUCATION

Azerbaijan University of Languages
Master of Arts, Linguistics, 2019

Azerbaijan University of Languages
Bachelor of Arts, English Teacher, 2017

CERTIFICATIONS

- International Project Management Association- level D
- Civil Service certificate- level BB
- ESL trainings- C1

LANGUAGES

English:


Full Professional

Russian:


Limited Working