

PERSONAL INFORMATION

Minara Farzaliyeva



B. Nuriyev str 75/92., Nizami dist., Baku , Azerbaijan

(012) 376-50-76 ☎ (050) 366-82-86

mielnape@mail.ru

Sex: Female | Date of birth: 10.03.1981 | Nationality: Azerbaijani

POSITION

English teacher

WORK EXPERIENCE

February 2011-up to present

Khazar University Department of English Language and Literature (Azerbaijan/Baku/Mehseti str. www.khazar.org)

- Help students to build their knowledge in English step by step
- Provide explanation of any English language skills
- Cooperate with students who need extra help

2001-2002

Volunteer experience in the project of UNO English teacher

- Taught English refugee children
- Helped refugee children in education

2002-2003

English courses, Baku, Azerbaijan English teacher

- Teaching English different level students

2007-2008

International Trade Centre, Baku ,Azerbaijan-Haydar Aliyev Avenue 125 Receptionist

- Answered incoming telephone calls, determined purpose of calls, and forwarded calls to appropriate personnel or department.
- Answered questions about organization and provided callers with address, directions, and other information.
- Welcomed visitors

2008-2009

International Trade Centre, Baku ,Azerbaijan-Haydar Aliyev Avenue 125 Hotel Administrator

- Received and registered guests
- Received reservation letters and wrote reservation confirmation letters
- Informed other hotel services about arrival and departure of guests
- Served as a cashier and settled accounts with guests
- Monitored the work of hotel receptionists and cleaning staff
- Received calls and registered room booking by phone

2009

Insurers Association of Azerbaijan-Mirali Gashgay Str, 28,square 747 Afcorm Plaza Assistant manager

- Received incoming calls and faxes
- Organized meetings of 29 insurance companies
- Prepared and updated contracts

2009-2010

Baku Asia University-Abdulvahab Salamzadeh Str, 28 A English Teacher

- Taught subject "The principles of professional translation"
- Taught subject "English and American literature"
- Taught subject " Stylistics of English"
- Taught subject " Practical Translation"

EEEIq

1998-2002	Azerbaijan University of Languages Philology
2002-2004	Master's Degree Linguistics
1988-1998	Secondary School № 283
1990-1995 TRAINING	Music School № 11
2012 December	Teacher Development Workshop-English in Action
2013 May	Certificate of Professional Development

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Russian	C2	C2	C2	C2	C2

Communication skills Responding calmly and rationally to unwarranted criticism

- Organisational / managerial skills ▪ Able to work under pressure in fast paced environment and meet deadlines with rapidly changing priorities. (acquired skills working as a manager)
- Job-related skills ▪ Able to interact with all ages, supportive and problem solver –acquired through my teaching career
- Computer skills ▪ Have got basic computer literacy- MS Word, Outlook, PowerPoint, Internet and typing skills
- Other skills ▪ Playing piano

