

Resume of Fariz T. Jafarov



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Prepared for Bakcell

Resume, Fariz T. Jafarov, 2013

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PROFILE

MBA graduate with significant international and local project management experience (experienced in PRINCE2 and PMBOK) and pedagogical experience on Strategic Management as well as in Management and currently working at the Strategic Management Department at the Central Bank of the Republic of Azerbaijan. Chairman of Azerbaijan UK Alumni Association (AUKAA). Awarded as a best employee of the year 2012 by the chairman of the Central Bank of Azerbaijan

EDUCATION & QUALIFICATIONS

George Washington University School of Business
(www.gwu.edu), (www.spm.az)
MA in Project Management

Baku, Azerbaijan
Oct 2012 to Present

School of Project Management (SPM) was established by BP in partnership with Khazar University, ESI International and George Washington University School of Business. By the successful completion of all 7 modules students are awarded with MSe in Project Management Certificate from George Washington University School of Business. On the way to the Masters Certificate students receive Course Certificate for each module and Associates Certificate upon completion of the first three courses.

Modules are followings:

- Managing projects
- Scheduling and Cost Control
- Risk Management
- Project Leadership and Management
- Quality for Project Managers
- PM Application
- PMP (Project Management Professional) PreP

Webster University, Webster Graduate School
London, School of Business&Technology
(www.webster.edu)
MBA (Master of Business Administration) with emphasis
in Finance

London, United Kingdom
Oct 2008 to May 2010

GPA 3.64/4.00

The Subjects have been taken:

- Accounting Theory and Practice
- Advanced Corporate Finance



- Applied Business Statistics
- Current Economic Analysis
- Entrepreneurial Finance and Venture Capital
- Finance
- Institutions and Financial Markets
- International Finance
- Management Accounting
- Managerial Economics
- Marketing
- Operations and Project Management
- Organisational Behaviour
- Scholarship and Research
- Strategy and Competition

**Public Administration Academy under the President
of the Republic of Azerbaijan (www.dia.edu.az)**

*Honours Bachelours in Public Administration,
Specialisation in Public and Municipal Administration*

*Baku, Azerbaijan
Sep 2004 to Sep 2008*

GPA 4.83/5.00

Entered university with 615 points out of 700 maximum and got full state scholarship.

High School #104

*Certificate of Completion with High Distinction
(Equivalent to high school diploma)*

*Baku, Azerbaijan
Sep 1993 to Jun 2004*

PEDOGOGICAL / TEACHING EXPERIENCE

Senior Lecturer/Instructor on Business Strategy

Qafqaz University (www.qu.edu.az)

*Baku, Azerbaijan
Feb 2013 to Present*

Giving lectures on strategic position, strategic choices, strategic actions to MBA students. During the course the corporate level, business level, operational level strategies of the organisations are covered. Several analysis techniques such as PESTEL, SWOT, ANSOFF'S Matrix, Porters 5 forces and so forth are covered. As a part of the course students are assigned to prepare the business plan for their any future companies and present it.

Lecturer/Instructor on Business Communication

Azerbaijan University (www.au.edu.az)

*Baku, Azerbaijan
Feb 2013 to Present*

Lecturer/Instructor on Strategic Management Policies

Azerbaijan University (www.au.edu.az)

*Baku, Azerbaijan
Sep 2012 to Present*

Lecturer/Instructor on Strategic Management

Khazar University (www.khazar.org)

*Baku, Azerbaijan
Sep 2011 to Present*

Lecturer/Instructor on Management

Baku, Azerbaijan



Khazar University (www.khazar.org)

Feb 2012 to Jun 2012

Lecturer/Instructor on Global Management
Azerbaijan State Economic University (ASEU)
(www.aseu.az)

Baku, Azerbaijan
Oct 2011 to Jan 2012

PROFESSIONAL EXPERIENCE

Strategic Management Specialist
Strategic Management Department, Central Bank of
Azerbaijan (CBAR) (www.cbar.az)

Baku, Azerbaijan
Mar 2011 to Present

Department is an advising body for the Management Board and Chairman of the Board of the Central Bank in strategic management issues. The Department established to serve the purpose of strategic planning and control, change management, enhancing strategic and corporate thinking, generation, application and implementation of innovations in banking at the Central Bank.

- Contributing to the formulation of the Central Bank's mission and strategic vision and ensuring modifications to the mission and strategic vision for the next strategic period
- Preparing strategic plans for each period
- Applying innovations, know-how to the Central Bank
- Holding researches on corporate governance, management, strategic management, human resources and financial, payment and settlement systems
- Formulating the institutional foundations for strategic management at the Central Bank by ensuring the preparation of internal procedures and normative basis
- Playing a significant role in the organization of strategic analysis process of internal and external environment of the Central Bank.
- Assisting the Strategic Change Team of the Central Bank in its overall analysis of the bank's environment and generalizes results of such analysis
- Contributing to the environmental analysis process at the cluster and department level and participates in all relevant discussions
- Providing methodological assistance to the department heads and staff members of the Central Bank on this analysis process
- Ensuring a formulation of the operation framework for the activities of the Central Bank and cooperates with other departments of the bank to do so
- Monitoring an implementation state of the strategic and tactical plans, provides assessment and reports about results to the Management Board of the Central Bank
- Undertaking a continuous monitoring of the internal and external environment of the Central Bank to assess its adequacy to the strategic goals of the bank

HEAD OF ANALYTICAL DEPARTMENT
"BBS"(BAKU BUSINESS SCHOOL) (www.bbs.az)

Baku, Azerbaijan
Dec 2010 to Apr 2011

The School was established to prepare skilled, qualified and well educated employees for the banking industry. classes in finance, business, corporate banking, accounting and other bank



related subjects were designed as a part of the long and short-term programs.

- Preparing Strategic Plans of the School
- Defining the marketing tools as a part of the business plan
- Representing company in the business meetings
- Creating and doing corporate presentations for corporate and individual clients
- Holding researches on the education and banking industry

Internship

"SOFAZ" (State Oil Fund of the Republic of Azerbaijan)
(www.oilfund.az)

Baku, Azerbaijan
Sep 2010 to Dec 2010

SOFAZ is a sovereign wealth fund (investing in fixed income securities, CPs, DCDs and other financial instruments) and I have done internship in the investment department

- Holding researches on financial instruments
- Analysing government bonds of different countries
- Finding and proposing the best FDI abroad
- Working with financial and economic data on Bloomberg
- Preparing presentations on the findings

CHIEF MARKETING & RESEARCH OFFICER

"CPS" (Caspian Property Services) (www.cpsbaku.com)

Baku, Azerbaijan
Jun 2010 to Sep 2010

Was a special advisor of the general manager of the company on financial management, investment, asset management and risk assessment issues.

- Preparing the business plan of the company which consists of Industry Analysis, Service Plan, Operational Plan, Marketing Plan, Organisational Plan, Assessment of Risk and Financial Plan
- Following the market trend and analysing the industry
- Creating and updating the marketing plan including marketing mix and five forces
- Representing the company in the business-to-business meetings
- Forming marketing and financial strategy of the company
- Assessing risk by followed contingency plans

PROPERTY SPECIALIST/MANAGER

"Lucky" estate agents

London, United Kingdom
Sep 2009 to Jun 2010

- Renting, selling houses, studio flats, private properties
- Evaluating property market and analyzing equity prices
- Letting, managing properties
- Signing agreements, contracts on property management with landlords

Head of foreign affairs/ Project Manager

"Debate in Civil Society" Public Union

Caspian Plaza, Baku, Azerbaijan
Mar 2005 to Dec 2008



Organised local and international projects in debating, prepared and implemented European Union Youth in Action Projects on the topics of intercultural, interrelations, human rights

- Coordination of domestic and international projects such as debating tournaments, youth forums and youth camps
- Project manager – gathering team members
- Holding discussions and designing the program of the projects
- Assessing role models for each member of the board
- Defining the rules, regalement of the tournament
- Deciding the participation fee after the evaluation of the financial budget of the project
- Allocation of finance of the events (projects and programs)
- Presenting the project to companies and government body in order to get finance for the implementation of it
- Fundraising through corporate sponsors (private companies – advertisement of the companies and government bodies)
- Organising debating tournaments among university students (for more than 150 participants)
- Preparation of the agenda and the budget of tournaments
- Managing venue of the event
- Inviting guests (international and domestic experts, government officials) and accommodating them
- Recruiting a group of juries to evaluate the debating teams
- Organising the grand final and designing certificates and diplomas

CONSULTANT/TRAINER

"Grow Centre"

Caspian Plaza, Baku, Azerbaijan

Feb 2007 to Oct 2008

As a visiting consultant trained students and graduates in oratory and time-management on paid basis

- Preparing the training materials such as slide shows for presentations, handouts
- Advertising the date and the venue of the training
- Holding trainings which have been followed by presentations and handouts
- Mentoring and facilitating the discussions during the trainings
- Assessing the progress of participants on the assessment sheets
- Providing certificates to all participants who have successfully completed the training

DEPUTY OF ORGANISATIONAL ISSUES

"New Azerbaijan Party Youth Union" (Government Party)

Baku, Azerbaijan

Mar 2007 to Jun 2008

Was responsible for organising of social events, meetings, campaigns during president, parliament and other local and national elections in the country. Worked with more than 180,000 members of the party.

- Coordinating and managing the preparation of pan cards, brochures, candidates' photos
- Organising meetings of MP candidates with electors



- Organising venue for meetings, conferences

CONSECUTIVE INTERPRETER & INSTRUCTOR

"Innovation Centre" of Foreign Languages / Self-employed

*Baku, Azerbaijan
Jan 2004 to Sep 2005*

Worked as an interpreter translating from Azerbaijani to English and vice versa by attending to various business meetings. Taught English to more than 12 students who have later got high positions in different international organisations as well as in local private and public companies

- Interpreting for Bankers, CEOs and Investors of big financial institutions in private business-to-business meetings in London as well as in Azerbaijan
- Translating for senior officials of different countries during international events such as in YES summit, tournaments in sport and so fourth held in Azerbaijan

TRAINER/MENTOR

*The United Methodist Committee on Relief (UMCOR)
(<http://www.umcor.org>)*

*Baku, Azerbaijan
Jan 2004 to Jan 2005*

Enlightened high school students against AIDS/HIV through lectures, seminars and trainings

LANGUAGE SKILLS

English(fluent), Azerbaijani(native speaker), Turkish(fluent), Russian(upper intermediate), French(pre-intermediate), German(basic)

OTHER EXPERIENCE

Chairman

Azerbaijan UK Alumni Association (AUKAA)

*Baku, Azerbaijan
Dec 2012 to Present*

Founded in 2005, the Azerbaijan-UK Alumni Association brings together Azerbaijani professionals who have been to the UK under a range of study programmes and schemes. Supported by the British Council, British Embassy in Azerbaijan and BP, the alumni association is led by an executive board of five alumni volunteers elected for a one-year term by fellow alumni. The association boasts over 120 members; it grew by 50 percent by the second year of its establishment. The AUKAA serves as a platform for its members to put forward and realize their ideas, and encourages member-driven initiatives. With members educated in wide range of academic disciplines, the alumni association holds the tremendous potential to catalyse the development of Azerbaijan.

The aims that bind members together are to:

- maintain and advance UK-Azerbaijan relations
- continue their professional development
- have professional and social networking, information exchange, business cooperation and mutual support



- create opportunities for wider social influence

Deputy of Chairman*New Azerbaijan Party**Surakhani, Baku, Azerbaijan**Jan 2007 to Present***Board Member***ASAIF (Azerbaijani Students and Alumni International Forum) (www.asaif.org)**Baku, Azerbaijan**Sep 2010 to Sep 2012***PROJECT AND PROGRAM DIRECTOR***Regent's College London SIFE (Students In Free Enterprise) team**London, United Kingdom**May 2009 to Jan 2010*

Providing business and entrepreneurial courses to non-business students and graduates who wanted to launch their own businesses

Project Manager*FASE (Forum of Azerbaijani students and professionals studying abroad) London**London, United Kingdom**Mar 2009 to Jan 2010*

One of my project on the frame of EU neighbourhood policy was granted by the British Council with an award of £18,500 which was implemented in October, 2009 in Azerbaijan

- Defining the topic of the project
- Preparing the vision statement of the potential projects
- Holding negotiations with managers of accommodation, food delivery, transport providers, government officials and other sponsors and responsible people
- Forming the budget for the event
- Filling out the formal documentation and the project application to apply for grant
- Advertising the project, its date and place after receiving grant from the British Council
- Receiving CVs, motivation letters, personal contacts of applicant willing to participate
- Assessing all required papers and selected the best and suitable candidates
- Updating the guests and delegates coming to the event
- Hosting the project and completing it through effective training, seminar by the participation of experts and international professional trainers
- Reporting the whole project implementation to the sponsors

SOFTWARE/SYSTEM SKILLS

MS Office Programs (Word, Excel, PowerPoint, Publisher, Visio, Project, OneNote, Outlook, InfoPath, Access) Mac OS, Dreamweaver, Working knowledge of networking capabilities as well as peripherals

ACHIEVEMENTS & CERTIFICATION

- The best speaker of Azerbaijan among students on debating and the first Azerbaijani attending the European Universities Debating Championship (2006-2008)



- The member of European Youth Parliament and qualified chair-person and a trainer (2009-present)
- Qualified trainer on the European Union Youth in Action projects
- Author of various poems
- The champion of Baku and the finalist of Azerbaijan Championship on football

MEMBERSHIPS

Holding a membership of leading international youth organisations since 2004. Participated in various events, conferences, trainings, sessions which has given very strong international experience

- International Debating Education Association (IDEA)
- Support, Advanced Learning & Training Opportunities within EU Programmes (SALTO-Youth)
- European Students' Forum (AEGEE)
- Youth Employment Systems (YES)
- European Youth Parliament (EYP)
- International Association of Students in Economics and Business Management (AIESEC)

REFERENCES

References available on request



