

## **Sevinj Sultanova**

[sevincsultanova@yahoo.com](mailto:sevincsultanova@yahoo.com)

cell: +994.50.4248119

### **Summary**

An accomplished, results-driven Senior HR Specialist, with over 5 years of work experience in HR, training and development in the oil and gas industry.

### **Experience**

Senior Training and Development Specialist, Department of Human Resources, SOCAR (State Oil Company of Azerbaijan Republican), Baku, Azerbaijan, 2012 - present

- Prepared methodology for SAP HCM; tested quality and efficiency of the HCM module
- Prepared competency framework for employees as a member of HR Transformation Project Team
- Assess training needs and organize trainings
- Oversaw training programs from vendors that included choosing appropriate courses, selecting instructors to conduct the training, choosing training materials, as well as evaluating and monitoring training programs to ensure they are current and effective
- Implemented SOCAR's Study Abroad Scholarship Program and monitored career development of the alumni
- Organized projects related to social development of students and young employees through SOCAR's Summer Internship programs

### **Key Achievements:**

Lecturer, Khazar University, 2016-present

### **Education**

Master of Arts in Human Resources Management  
University of Leeds, Leeds, United Kingdom 2014-2015

Bachelor of Arts in Philology  
Azerbaijan University of Languages, Baku, Azerbaijan, 2005-2009

### **Professional Associations**

SAP SE, Training of Trainers (TOT), Baku, Azerbaijan • 2016

Chartered Institute of Personnel and Development (CIPD), University of Leeds, Leeds UK, 2015

### **Languages**

English, Russian, Turkish, Azerbaijani