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PERSONAL INFORMATION

Bahar Imanova

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WORK EXPERIENCE

September 2023 - Present

Coordinator at the School of Economics and Management
Khazar University, School of Economics and Management
41 Mehseti Str., Baku, Azerbaijan, www.khazar.org

January 2010- September 2023

Dean's Assistant
Khazar University, Baku (Azerbaijan)
Conduct registration and enrolment process of the students; prepare and organize schedule of the classes; control the procedure of the exams; prepare Class Registers.

EDUCATION AND TRAINING

January 2013-Present

PhD student
Khazar University, Baku (Azerbaijan)

September 2007-June 2009

Master in Management and Business Administration
Azerbaijan State Economy University, Baku (Azerbaijan)

September 2003-June 2009

Bachelor in Management
Azerbaijan Technical University, Baku (Azerbaijan)

March 2008-June 2008

Azerbaijan State Economy University, Baku (Azerbaijan)
Quality Management, Training

September 2007-January 2008

Azerbaijan State Economy University, Baku (Azerbaijan)
Business Ethics, Training

March 2007-June 2007

Azerbaijan State Economy University, Baku (Azerbaijan)
Organization and Management of Business Plans, Training

PERSONAL SKILLS

Mother tongue(s)   Azerbaijani

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Turkish	C2	C2	C2	C2	C1
Russian	C1	C1	C1	C1	B2
English	B2	B2	B2	B2	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills	Good communication skills gained through my experience
Organisational / managerial skills	Good organizational skills gained as dean assistant, responsible for organizing schedule of the classes; Good organizational skills gained as a participant in intercultural activities and events.
Computer skills	MS Office; Photoshop; Internet