

Sura Hajiyeva



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Sex Female | Date of birth 20 Dec 1987 | Nationality Azerbaijani

WORK EXPERIENCE

29 Sep 2021–Present

Dean`s assistant at School of Economics

Khazar University

11 Mahsati street, Nizami district, Baku, Azerbaijan, AZ1118

www.khazar.org

- Work with student information system and ensure the system is up to date
- Solve arising problems in place and advise foreign and local students
- Keep professional work environment and relations according to internal rules
- Responsible for exam materials and lesson schedules confirming with teachers.
- Creating protocols, daily and monthly reports to Department Head, counsellor of university and Ministry of Education
- Perform related duties as required, participate at meetings
- Keep the confidentiality of exam questions, and participate at department's exams

1 Oct 2013–2015

Dean`s assistant at School of Engineering and Applied Science

Khazar University

11 Mahsati street, Nizami district, Baku, Azerbaijan, AZ1118

www.khazar.org

- Work with student information system and ensure the system is up to date, solve foreign and local students problems
- Keep professional work environment and relations due to university rules,
- responsible for exams and lesson schedules
- Creating protocols, daily and monthly reports to Department Head, counsellor of university and Ministry of Education
- Perform other duties as required, participate at the meetings
- Keep the confidentiality of exam questions, and participate at department's exams

15 Sep 2012–30 Sep 2013

Dean`s Assistant at School of Education

Khazar University

11 Mahsati street, Nizami district, AZ1118 Baku (Azerbaijan)

www.khazar.org

- Work with student information system and ensure the system is up to date, solve foreign and local students problems
- Keep professional work environment and relations due to university rules,
- responsible for exams and lesson schedules
- Creating protocols, daily and monthly reports to Department Head, counsellor of university and Ministry of Education
- Perform other duties as required, participate at the meetings
- Keep the confidentiality of exam questions, and participate at department's exams

15 Sep 2009–30 May 2012

Librarian

Khazar University

11 Mahsati street, Nizami district, AZ1118 Baku (Azerbaijan)

<http://library.khazar.org/>

- Provide books for the readers
- Registration of students and books in the system
- Establishing and maintaining effective working relationships with academic staff and students
- Keeping library catalogues and making them easy to use

EDUCATION AND TRAINING

15 Sep 2024- Present

MBA student in Business Administration

Azerbaijan Tourism and Management University

822/23 Koroghlu Rahimov street, Baku, Azerbaijan, AZ1072

www.atmu.edu.az

15 Sep 2005–30 Sep 2009

Bachelor in Pedagogy and Methodology of Primary Education (with Honours Diploma)

Khazar University

11 Mahsati street, Nizami district, Baku, Azerbaijan, AZ1118

www.khazar.org

PERSONAL SKILLS

Mother tongue(s)

Azerbaijani

Foreign language(s)

English

Russian

Turkish

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
B1	B1	A2	A2	B1
B2	B2	B2	B2	B2
C1	C1	B2	B2	C1

Communication skills

Presentation
 Team work
 Business writing
 Negotiation
 Customer care
 Decision Making

Organisational / managerial skills

Leadership
 Team-leader

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Basic user	Basic user

Digital skills - Self-assessment grid

MS Office (word, excel, power point, PDF, outlook).

Specialized Business Worker

Presentations.

Other

Printer, scan, fax;

ADDITIONAL INFORMATION

Projects

June-September 2013

Position- **Project Coordinator**

Project name-

"Use of monitoring research results and assessment of students' achievements to make decisions in the management" conducted by Khazar University with the order of **Ministry of Education of Azerbaijan** and which continued form.

References

2005-2012

Khazar University

Department-DOCUMENTS` SELECTION COMMITTEE.

(bachelors and master) attached to the Khazar University

Duties:

As a member of staff, checking of applications and registration of them. (For continuously activity, and responsible for my job, I was awarded by Mr. Hamlet Isakhanli, the president of Khazar University.)

Courses

2008-2009- I have participated in Practical Courses at Khazar Dunya School. Here we had taught how to teach and behave with children with modern facilities and lesson plans. After learning technics started teaching with approved Curriculum subjects to pupils.