


PERSONAL INFORMATION

Bahar Imanova

 Surakhani, Yeni Guneshli, Q Y/S, 16/24, 1131 Baku (Azerbaijan)

 +994505952435

 imanova.bahar@gmail.com

WORK EXPERIENCE

11 Jan 10-Present

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

Jan 13-Present

PhD student

Khazar University, Baku (Azerbaijan)

Sep 07-Jun 09

Master in Management and Business Administration

Azerbaijan State Economy University, Baku (Azerbaijan)

Sep 03-Jun 09

Bachelor in Management

Azerbaijan Technical University, Baku (Azerbaijan)

Mar 08-Jun 08

Azerbaijan State Economy University, Baku (Azerbaijan)

Quality Management, Training

Sep 07-Jan 08

Azerbaijan State Economy University, Baku (Azerbaijan)

Business Ethics, Training

Mar 07-Jun 07

Azerbaijan State Economy University, Baku (Azerbaijan)

Organisation 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