

# Short Academic Curriculum



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**Phone:** +994124217916 (256) (work)

**Date of birth:** 28.12.1989

**Address:** Apt.14, Yeni Yasamal, Baku, Azerbaijan

**Nationality:** Azerbaijani

**Marital status:** Married

## **EDUCATION:**

**Azerbaijan State University of Economics**

**Baku, Azerbaijan**

Business Administration, B № 010853

2013-2016

**Khazar University- School of Humanities and Sciences**

Bachelor on English Language and Literature, **High Honor Diploma** \ B № 244775

**Baku, Azerbaijan**

GPA: 90/100

92/100

2008-2012

1997-2008

## **EMPLOYMENT / VOLUNTEER EXPERIENCE**

Khazar University, School of Economics and Management

**Baku, Azerbaijan**

Department of Economics and Management, Chief Assistant – 1 December 2014 (Present)

Duties:

To communicate with teachers and collect syllabi and CVs.

To collect and analyze preliminarily the information related to various programs of study

Preparation of departmental documentation

To assist the Head of Department in the planning and implementation of subject related to various programs activities and events

Working on the University's web-site ([www.khazar.org](http://www.khazar.org) and also [www.khazar.magnum.org](http://www.khazar.magnum.org)) on faculty's page, placing course load, faculty announcements, list of the faculty and staff for every semester and faculty news

To communicate with teacher about making exams questions

Controlling going away of the Exams

- Scheduling an interview time
- Informing foreign students about interview times
- Informing International Office about selection process

Afn travel (Travel agency)

**Baku, Azerbaijan**

Incoming and outgoing travel manager – 2012/2013

- Managing budgets and maintaining statistical/financial records;
- Selling tour packages;
- Visiting to a new destinations to gather information on issues and amenities of interest to consumers
- Providing advice about visas and passports
- Preparing documentation
- Developing relationships with tour operators abroad
- Preparing insurance.
- Working with insurance companies.

Khazar University

Baku, Azerbaijan

“Dunya School” **Internship**, teacher 25 October – 27 December 2011 (Fall 2011 semester)

1 March – 27 May 2012 (Spring 2012 semester)

Duties:

- Auditing and teaching English classes (3th & 7thclass).
- Preparing presentations according each lessons theme.

### **HONORS AND AWARDS:**

- Khazar University, School of Humanities and Social Sciences/ Bachelor Degree – Dean Honor Lists:
  - ✓ 2009-2010 - I semester ; 2009-2010 – II semester
  - ✓ 2010-2011 – I semester ; 2010 - 2011 – II semester
  - ✓ 2011 – 2012 – I semester ; 2011- 2012 – II semester
- 15 February 2013, received CERTIFICATE of “**Galileo Reservation Base**” training course/ Baku, Azerbaijan.
- 10 November 2004, received CERTIFICATE of “**Certificate of Completion – The International School of Azerbaijan**”/ Baku, Azerbaijan.
- 19 October 2013, received CERTIFICATE” of “**Active participation in an informational tour for representatives of media and tourism companies of Medieval Agsu City Archeological Tourism Complex, Novcu Rock Ram Graves Memorial Site, Mehravan Fortress and AzGranata Juice and Wine Production Factory**”/ Baku, Azerbaijan.
- 11-18 March, 2016 received CERTIFICATE of “**Philosophical aspects**” monthly training course organized by the School of Humanities and Social Sciences and by Dr. Janusz Ciuciura of the University of Łódź in the framework of the EMBER / Baku, Azerbaijan.
- 14-15 April, 2017 received CERTIFICATE of “**18-hours Language teacher training course**” organized by the Khazar University and by Evelin Muuripeal and Leili Sagi in the framework of the Estonian LTD Lingatore/ Baku, Azerbaijan.

## **LANGUAGE SKILLS:**

Azerbaijan, Turkish, English, Russian.

## **SOFTWARE SKILLS:**

Coral Draw, Excel, Word, Power Point, Photoshop, Outlook, (Internet navigation)

## **HOBBIES**

Traveling, reading books, watching films

# References

**S.J.D. Jabir Khalilov** - Dean, School of Humanities and Social Sciences

Khazar University, Baku, Azerbaijan

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## **Saida Orucova**

Western University – Head of Scientific library

Phone: +9940518301517

Email: [sorucovawu.edu.az](mailto:sorucovawu.edu.az)

## **Nahid Shafiyev**

Socar (TTSI) - Expert in educational issues

Phone: +9940502817892

Email: [nshafiyev@yahoo.com](mailto:nshafiyev@yahoo.com)

**Phd. Bahar Imanova**

Dean assistant in the Department of Economics and Management

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