

Ozal Mammadli

Haydar Aliyev 79/2, building#6, apt#95, Baku, Azerbaijan
ommadli@khazar.org • LinkedIn: [Ozal](#)

Education

Georgetown University

September, 2015 – May, 2017

- MA in HRM

Stony Brook University

August, 2011 – May, 2015

- BA in Economics

- Overall GPA: 3.05

Experience

Khazar University

February 2019 – Present

Instructor in Business and Professional Communication

Hale Education Group

January 15, 2019 – Present

➤ HR Clerk

- Identify needs & problems, suggest and implement initiatives accordingly to improve Hale's welfare;
- Build and develop relationship with partners, suppliers and clients;
- Undertake administrative tasks, act as an intermediary between stakeholders of the company.

Khazar University

March 1, 2018 – December 31, 2018

➤ Human Resources Manager

- Managed faculty and staff of 247 employees;
- Interviewed 87 applicants for 9 different positions;
- Providing support and knowledge to the employee's lifecycle (onboarding, trainings, etc.);
- Preparation of employee performance appraisal system
- Preparation of employee satisfaction questionnaire, interviews and focus groups to understand the high rate of turnover in the university.

Delfin Kaspian

June 1, 2017 – April 25, 2018

➤ HR Clerk

- Develop and deliver capacity building initiatives and training for regional teams;
- Solving employee conflicts regarding supervision and organization;
- Created presentations for clients to explain the nature & structure of the company;
- Served as an intermediary agent to regional distributorship of General Cable, TM, etc.

Terrafina

March 1, 2016 – May 15, 2017

➤ Intern / HR Manager Assistant

- Actively participated in recruitment process; designed job descriptions, screened and scheduled interviews of potential employees at multiple staff levels;
- Assisted in the making of new employee handbook & drivers manual, adjusted according to laws & regulations;
- Maintain ongoing employee files in organizational databases;
- Provided first level assistance to the employees for HR related transactions;
- Holding interviews with employees who are quitting their jobs;
- Act as an internal consultant to identify and solve the internal problems of the company.

Skills

Computer Skills

- Microsoft Office, Prezi
- Mac OS and Windows
- Akinsoft

Language

- Azerbaijani (native)
- English (advanced)
- Turkish (advanced)
- Russian (basic)

Core Competencies

- Recruitment
- Training & Development
- Leadership
- Compensation & Benefits
- Employee Relations

References

- 1) James Locke – CEO/Terrafina
- 2) Hassan Niknafs – Rector/Khazar University
- 3) Tahsin Inanc – QCM/Terrafina
- 4) Candida Sanabria – HRM/Terrafina