

PERSONAL  
INFORMATION

Ilaha KHANALIYEVA

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Sex Female | Date of birth 25/07/1991 | Nationality Azerbaijani

## WORK EXPERIENCE

15/09/2016–present

**English language instructor**  
**Khazar University**

- Teach students everyday conversation in the target language
- Develop the main principles in the process of learning English - speaking, listening, reading and writing
- Develop students' abilities and intelligence in the process of teaching the foreign language

24/04/2017–31/05/2017

**Spectator Services Supervisor (Operational)**  
**4th Islamic Solidarity Games**

- Be knowledgeable about their venue
- Carry out safety checks within area of venue and controlling the venue
- Help to resolve any issues
- Manage Spectator Services Hosts
- Brief and Deploy Spectator Services Hosts
- Take care of the welfare of the team

01/06/2016–30/06/2017

**Event and Ceremonies Supervisor (Operational)**  
**Baku City Circuit, Formula1**

- Organize Formula 1 Event and Ceremonies
- Manage E&C (Event and Ceremonies) volunteers
- Brief and Deploy E&C (Event and Ceremonies) volunteers
- Carry out safety checks within area of venue and controlling the venue
- Be knowledgeable about their venue
- Look after the welfare of the team
- Help to resolve any issues

15/09/2015-31/05/2016

**English language instructor**  
**Azerbaijan State Marine Academy**

- Teach students everyday conversation in the target language
- Develop the main principles in the process of learning English - speaking, listening, reading and writing
- Develop students' abilities and intelligence in the process of teaching the foreign language

01/06/2015–01/07/2015

**Event Services Supervisor (Operational)**  
**Baku European Games Operation Committee**

- Manage EVS (Event Services) Volunteers
- Brief and Deploy EVS (Event Services) volunteers
- Carry out safety checks within area of venue and report incidents and potential hazards
- Be knowledgeable about their venue
- Look after the welfare of the team
- Help to resolve any issues

**EDUCATION AND TRAINING**

- 2012–2014 **Qafqaz University, Baku (Azerbaijan)**  
Faculty of English and American literature, Master's Degree
- 2008–2012 **Baku Slavic University, Baku (Azerbaijan)**  
Faculty of Roman–German philology (English language and literature), Bachelor's Degree

**PERSONAL SKILLS**

Mother tongue(s) Azerbaijani

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C1
Russian	B2	B2	B1	B1	B1
Turkish	B2	B2	B2	B2	B2

**Communication skills**

- team work: I have worked in various types of teams
- excellent verbal and written communication skills
- experienced at giving presentations to large audiences
- customer services oriented
- good telephone manner
- experience in the use of e-mail and internet
- ability to work in a fast-paced environment to set deadlines

**Digital competence**

- competent with Microsoft Office™ tools (Word/Excel/PowerPoint/Outlook)
- good command of Windows VISTA/XP/7/8

**Additional Information**

- Certificates**
- Certificate of Appreciation in Baku City Circuit, Formula 1 Grand Prix of Europe Event By Arif RAHIMOV, Executive Director of BCC ( Baku, Azerbaijan – 01.06.2016-30.06.2017 )
  - Certificate of Appreciation in 4th Azerbaijan Islamic Solidarity Games by Elchin SAFAROV, Executive Director of AISGOC ( Baku, Azerbaijan – 24.04.2017-01.06.2017 )
  - Certificate of Attendance in the 1st and 2nd International Scientific Conference of Young Researchers by Prof. Dr. Ahmet Sanic, Rector of Qafqaz University (Qafqaz University – 18-19, April 2013/ 25-27, April 2014)
- Training and Seminars**
- Maximizing 12 signals of Communication, Master Class by Calvin Tiessen Azerbaijan Diplomatic Academy

