

CURRICULUM VITAE

PERSONAL INFORMATION

ILAHA KHANALIYEVA



Bunyatzadeh Street, Baku (Azerbaijan)



ilaha.khanaliyeva@khazar.org

Sex: Female | Date of Birth: 25/07/1991 | Place of birth: Baku

Nationality Azerbaijani | Marital status: Single

WORK EXPERIENCE

01.06.2016-01.07.2016

Baku City Circuit Formula1, 2016 *Event and Ceremonies Supervisor*

- Organize Formula 1 Event and Ceremonies
- Managing E&C (Event and Ceremonies) Volunteer
- 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 – present

English language instructor *“Azerbaijan State Marine Academy”*

- Teaching special terms relating to marine
- Teaching students everyday conversation in the target language

12/08/2012 – 30.04.2016

English language instructor *“IG Academy” education services*

- Teaching students everyday conversation in the foreign language

- Developing the main principles in the process of learning English - speaking, listening, reading and writing
- Volunteering in organizing and work dealing with human resource
- Dealing with all enquiries in person, on the telephone or via e-mail

01/06/2015-01/07/2015

Event Services Supervisor

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

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

1997–2008

Secondary School No 90, Baku (Azerbaijan)

LANGUAGE SKILLS

Mother tongue Azerbaijani

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C1
Russian	C1	C1	C1	C1	B2

Turkish

C2

C2

C2

C2

B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient

COMMUNICATION SKILLS

- ✚ Strong communication skills
- ✚ Customer services oriented
- ✚ Being open minded
- ✚ Ability to share thoughts
- ✚ Ability to explain a concept differently so that all those present understand it at their level

STRENGTH

- ✚ Strong organizational skills
- ✚ Good team - work communication
- ✚ Decision making
- ✚ Ambitious and perfectionist
- ✚ Sense of responsibility
- ✚ Respectful

COMPUTER SKILLS

Microsoft Office package including Windows 7, 8; Word, Excel
Experienced in the use of e-mail and internet