

PERSONAL INFORMATION

Leyla Rahimova



 95-97 K.Kazimzade str., Baku, AZ1000, Azerbaijan

 Leyla.Rahimova@khazar.org

Sex Female | Date of Birth 07.02.1982 | Nationality Azerbaijani

CURRENT POSITION

English Language Instructor

WORK EXPERIENCE

September, 2012 - present

English Language Teacher

Department of English Language and Literature, Khazar University (112 Bashir Safaroglu str., www.khazar.org)

- Classroom management
- Planning, preparing and delivering lessons
- Marking and providing appropriate feedback on oral and written work, keeping student registers and attendance records.

Business or sector Private sector

June, 2004 – September, 2005

Registrar Specialist

Financial Department, MBASK Insurance Company (www.axambask.az)

- Printing and registration of insurance policies

Business or sector Private sector

September, 2002 – June, 2004

Dean's Office Assistant

School of Law and Social Sciences, Khazar University (11 Mehseti str., www.khazar.org)

- Administration of faculty operations
- Advising and providing information for students
- Semester planning

Business or sector Private sector

EDUCATION AND TRAINING

- 2011 – 2014 **Master Degree in English Language and Literature** Honour Diploma
 Khazar University , Baku, Azerbaijan

 - Literary Studies
 - IELTS
 - Research Methods and Ethics
 - Linguistics
- 2006 – 2010 **Bachelor Degree in English Philology** Honour Diploma
 Azerbaijan University of Languages , Baku, Azerbaijan

 - Methodology of TESL
 - Speech Practice
 - Stylistics
- 2002-2003 **Bachelor Degree in International Law** High Honour Diploma
 Khazar University, Baku, Azerbaijan

 - Theory of International Relations
 - International Private Law
 - International Public Law
 - International Economic Relations
- 1998 – 2002 **Bachelor Degree in Law** High Honour Diploma
 Khazar University, Baku, Azerbaijan

 - Criminal Law
 - Civil Law
 - Criminal Process
 - Civil Process
 - Labor Law
 - Constitutional Law

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

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

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 as a Dean’s Office Assistant

Computer skills Good command of Microsoft Office™ tools: Ms Word, PowerPoint, Internet Explorer, Outlook Express.

Driving licence -----

ADDITIONAL INFORMATION

- Seminars and Courses**
- January 2013 - Azerbaijani 21st Century English Teacher Mid-Winter Seminar
 - March – May 2013 - First Certificate of Professional Development
 - November – December 2014 - TKT Course Participant Certificate
 - February 2015 – Teaching Knowledge Test Module 1 (Language and background to language learning and teaching)
 - August – October 2015 - Professional Practices for English Language Teaching (British Council)
 - August 2017 – Teaching Adult Learners (Open 2 Study – an online course)
 - November 2017 – Applied Linguistics and Research Methodology

Note: Certificates available

- Honours and awards**
- Dean's Honour Lists (GPA more than 90 %)
 - Band 4 in TKT Module 1 (February 2015)

Publications English Foundations for Students Majoring in Political Science and International Relations, Khazar University Press, 2016