

PERSONAL INFORMATION

Shahriyar Mammadov



📍 Heybat Heybatov ev 42 Baku (Azerbaijan)

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Sex Male | Date of birth 29/08/1992 | Nationality Azerbaijani

CURRENT POSITION

ENGLISH LANGUAGE INSTRUCTOR

WORK EXPERIENCE

22/05/2010–29/05/2010

Translator / Project Manager

VII Council of Europe Conference of Ministers, Baku (Azerbaijan)

Rendered assistance as a translator and project manager

Enhanced communication by conveying information accurately from one language to another in writing Assisted with cross communications and prepared minutes of discussions related to equality of men and women

05/11/2010–06/11/2010

Observer

Parliament Elections in Azerbaijan, Baku (Azerbaijan)

Observing and monitoring the entire electoral processes

Researching political trends

Collecting and compiling party information

Preparing detailed reports

Analyzing political mission statements

Documenting critical and key incidents and monitoring adherence to norms and policies.

01/06/2013–01/08/2013

Administrator

The Crescent Beach Hotel, Baku (Azerbaijan)

Vigilance over employees

Event management

Meeting organizing

Ensuring satisfaction of guests

EDUCATION AND TRAINING

15/09/2008–15/09/2012

B.A. in English Language

Khazar University, Baku (Azerbaijan)

Academic writing

English - Arabic translation

English through movies

Current issues

English literature

31/01/2013–15/07/2014 **M.A in English Philology**
 Eötvös Loránd University, Budapest (Hungary)
 Linguistics
 Gender in Australia
 American culture
 Irish history
 Best rest of Shakespeare

10/11/2014–Present **PhD in International Relations**
 Khazar University, Baku (Azerbaijan)
 Philosophy
 Academic English

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Turkish	C2	C2	C2	C2	C2
Russian	C2	C2	C1	C1	B2
English	C2	C2	C2	C2	C2
Arabic	A1	A2	A2	A2	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills Being able to communicate effectively
 Excellent interpersonal communication skill
 Active listener and persuasive speaker
 Ability to communicate in intercultural environment
 Excellent presentation and negotiation skills
 Excellent written and verbal communication
 Confident speaking ability

Organisational / managerial skills Efficient problem solver
 Excellent customer relationship management
 Delegating tasks or responsibilities
 Able to coordinate several tasks simultaneously
 Able to handle challenges
 Enjoy working with public and diverse populations
 Excellent common sense, judgment, and decision-making abilities
 Excellent interpersonal and analytical skills

Job-related skills	Ability to work in team and individually Adaptive and fast learning\ Efficient time management Creative thinking and problem solving Well motivated Leadership Ability to coordinate Responsible
Computer skills	Advanced MS Office Professional typing rate of 70 wpm (words per minute)

ADDITIONAL INFORMATION

Conferences	Participated in Model OSCE Conference (May 2009) Participated in III Security Forum of the Southern Caucasus – Baku, Azerbaijan (December 2010) Participated in the workshop “Azerbaijan and the Eastern Partnership” Organized by Robert–Bosch–Stiftung, Konrad–Adenauer–Stiftung e.V, and Security Forum of the Southern Caucasus. Baku, Azerbaijan (December 2010)
Projects	Organized concert of Hungarian and Azerbaijani composers (April 2013) Tourism days in Hungary (November 2014)
Memberships	Member of Azerbaijani Hungarian Youth Union since 2012
References	Prof. Eldar Shahgaldiyev, Prorector of Khazar University, Khazar University, Department of Humanitarian and Social Sciences, Mashati Ganjavi street 11, Baku AZ1096, Azerbaijan; Phone: 994505188134; Email: shahgaldiyev@yahoo.com Dr. Khalida Gasimova, Head of English Department, Mashati Ganjavi street 11, Baku AZ1096, Azerbaijan; Phone: 994505365027; Email: gasimovakhalida@yahoo.com