
SABIRA ZEYNALOVA

Date of Birth: May 7, 1991

Place of Birth: Baku

Nationality: Azerbaijan



EDUCATION

09/2012-06/2014	Master Degree in Civil Engineering/Azerbaijan Architecture and Construction University Master's thesis: Content usage of Clay-Dolomite composition and learning properties of light concrete.
09/2008-06/2012	Bachelor's degree in Civil Engineering/Azerbaijan Architecture and Construction University Study Emphases: Mixed design in concrete and the related sciences. Course includes: Concrete science, Adhesive materials, Technology of concrete aggregates, Reinforced concrete, Construction materials, Resistance of concrete and etc. GPA: 5.0 out of 5.0 (both with honor)
09/1997-05/2008	High School named after Nusrat Yaqubov No.120 Azerbaijan, Zira

SKILLS AND COMPETENCES

Experienced user of Microsoft Office Programs

TRAININGS, INTERESTS AND ACHIEVEMENTS

»PSA Course (Performance Selling Approach) provided by Dr. Jürgen Oecknick at "NORM LLC", 2015-2016

LANGUAGE

- » Azerbaijani (Native)
- » English (Intermediate and on process of learning)
- » Turkish (Bilingual)
- » Russian (Good)

PROFESSIONAL EXPERIENCE

08/2016-Present	Concrete Laboratory Engineer, NORM LLC Cement Plant »Review quality of all materials at site and ensure compliance to all project specifications and quality and collaborate with department for all material procurement and maintain quality of materials, »Analyze all products and non-conformance processes and evaluate all documents to ensure maintenance of optimal quality and prepare daily and monthly reports to evaluate performance, »Follow up QA (quality analysis) Procedures implementation, »Responsible for preparing and providing Progress trainings and assessments for the staff, »Following Quality Control Plans and making sure that it is synchronized with lab equipment's, »Follow the rules of Occupational safety and health and make sure all lab employees are also applying,
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07/2014-08/2016

Concrete Laboratory Technician, NORM LLC Cement Plant

- »Review quality of all materials at site and ensure compliance to all project specifications and quality and collaborate with department for all material procurement and maintain quality of materials,
- »Analyze all products and non-conformance processes and evaluate all documents to ensure maintenance of optimal quality and prepare daily and monthly reports to evaluate performance,
- »Follow up QA (quality analysis) Procedures implementation,
- »Responsible for preparing and providing Progress trainings and assessments for the staff,
- »Following Quality Control Plans and making sure that it is synchronized with lab equipment's,
- »Follow the rules of Occupational safety and health and make sure all lab employees are also applying,

07/2013-06/2014

Laboratory Assistant, Baku Slate and Ceramic Factory

- »Laboratory analysis of cement, slate and ceramics,
 - »Monitoring the quality of product and analyzing reasons of the variances and recommending necessary appropriate corrective action,
 - »Determine and report the principal causes of quality losses and non-performances,
 - »Analyzing the customer complaints,
 - »Discussing, reporting and finding solutions on low quality product produced,
 - »Planning and following lab test results and preparing reports,
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