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Khayala A. Alakbarova



PERSONAL INFORMATION

Date of Birth: February 14, 1983
Place of Birth: Yevlakh, Azerbaijan
Marital Status: Married

EDUCATION

2001-2006 **Bachelor of Arts in English Language and Literature** Minor: Arabic
Khazar University language
Baku, Azerbaijan School of Humanities and Social Sciences
Diploma

EMPLOYMENT/WORK EXPERIENCE

September, 2006- **Dean Assistant,**
February 2016 School of Humanities and Social Sciences
Khazar University
Baku, Azerbaijan

February, 2016-present **Assistant, Admission Office**
Khazar University
Baku, Azerbaijan

LANGUAGE SKILLS

Azerbaijani -native
English – fluent
Russian - good
Turkish- fluent

COMPUTER SKILLS

Advanced user of MS Word, Access, Excel and PowerPoint 2000, Internet Browsers (Internet Explorer 5.0, Netscape Navigator 4.0), Outlook Express and other software.

PERSONAL SKILLS

Responsible, hardworking, honest, able to work under deadlines, punctual, communicative, etc.

INTERESTS

Reading, computer, music, cooking, etc.,

REFERENCES

Available upon request