

**PERSONAL INFORMATION**

Lamia Namazova



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**WORK EXPERIENCE**

- 2012-June, August      Coordinator of the project “Implementation of new subject curriculum in general secondary education” Aghjabedi, Imishli, Yevlakh, Azerbaijan
- 2006-PRESENT         Director, Department of Admission, Khazar University Baku, Azerbaijan
- 2003-2006             Computer teacher at Secondary School N61, Baku, Azerbaijan
- 1998-2003             Computer teacher at Secondary School, Gardabani, Georgia
- 2013-present         PhD, Khazar University, Baku, Azerbaijan
- 2010-2013             MBA, Finance, Khazar University, Baku, Azerbaijan
- 1993-1997             Computer Engineering, Bachelor of Science Azerbaijan Technical University Baku, Azerbaijan

**EDUCATION**

Mother tongue(s)                      Azerbaijani

Other language(s)

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

- Communication skills** ▪ Good communication skills, related to job, as an assistant in Student Admission Office, problem solving with students and parents
- Organisational / managerial skills** ▪ Office coordinator, preparation of documents related to admission and giving diplomas, creating relations with Ministry of Education, preparation of diplomas for graduate students, designing and coordination of Student Information System at Khazar University
- Job-related skills** ▪ Good communication and problem solving skills, working on deadline pressure, working with a team as a leader and making decisions on my own
- Computer skills** ▪ Microsoft Word, Microsoft Excel, Power Point, Access, Internet Explorer, Outlook Express, 1C Accounting Program