

PERSONAL INFORMATION


Arzu Abidli



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Sex Female | Date of birth 03/08/1996 | Nationality Azerbaijani

WORK EXPERIENCE

02/2020–Present

Volunteer translator in Economic Team

Khan Academy, Baku (Azerbaijan)

- to translate assigned topics on Economics and Finance.

Business or sector Education

11/2019–Present

"Microsoft Office" programs teacher

ATEC Education Center, Baku (Azerbaijan)

- to teach "Microsoft Office" programs

Business or sector Education

09/2019–01/2020

Internship on "Economics teacher"

Khazar University

11 Mahsati Ganjavi Rd, AZE 1096 Baku (Azerbaijan)

www.khazar.org

- to teach "Principles of Microeconomics " at the bachelor level

- to prepare assignment and evaluate students' work

- to initiate, facilitate, and moderate classroom discussions

- to develop instructional objectives

Business or sector Education

09/2018–02/2019

General manager

Artvin (Turkey)

- to prepare projects about Azerbaijan culture

- to organize orientation training for new students

- to represent Azerbaijan in the events in Turkey

Business or sector Social Work Activities- Non-governmental Organization

01/2018–05/2018

Assistant Manager

Vacation.az Travel Agency, Baku (Azerbaijan)

www.vacation.az

- to ensure company policies are followed
- to maintain an overall management style that follows the company best practices
- to provide leadership and direction to all employees
- to keep day-to-day activities organized
- to prepare and present employee reviews
- to motivate employees and ensure a focus on the mission
- to manage projects as assigned and organize teams to assist in these efforts
- to deal with schedule changes, employee call-ins, and other staffing issues
- to set up and schedule meetings

Business or sector Hospitality/ Tourism

11/2017–Present **Private tutor on "Economics"**
Baku (Azerbaijan)

- to prepare and deliver lectures to undergraduate or graduate students on topics such as Microeconomics, Macroeconomics, Managerial Economics
- to prepare students for exams
- to administer tests to assess educational needs or progress

Business or sector Education

07/2015–09/2015 **Private Tutor on "Microsoft Office" Programs**
Qakh (Azerbaijan)

- to teach "Microsoft Office" programs

Business or sector Education

EDUCATION AND TRAINING

15/09/2017–04/2020	International Economic Relations Khazar University 11 Mahsati Ganjavi Rd, AZE 1096 Baku (Azerbaijan) <u>www.khazar.org</u>	Master's degree
24/09/2018–23/01/2019	Management Artvin Coruh University Sundura, Lise st, 08600 Artvin (Turkey) <u>www.artvin.edu.tr</u>	Master's degree
15/09/2013–22/06/2017	International Economic Relations Azerbaijan State University of Economics 6 İstiqlaliyyət st, AZE 1001 Baku (Azerbaijan) <u>www.unec.edu.az</u>	Bachelor's degree

01/07/2018–07/07/2018

"PROMIG" Summer School

Erasmus+, Tbilisi (Georgia)

- to participate lectures and discussion on "Migration Studies"
- to participate in workshop on "Integrated Border Management"
- to prepare group presentation

01/07/2019–07/07/2019

"ICMPD" Summer School

European Union, Kachreti (Georgia)

- to participate in "Migration" Summer School within the framework of the "MOBILAZE".
- to engage in the lectures and workshop on "Economy & Migration"
- to prepare group presentation on related topic

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Foreign language(s)

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

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages - Self-assessment grid

Communication skills

- good communication skills, such as verbal communication, explaining and public speaking come from my work experience
- good written communication skills such as business mailings, editing, speech writing
- good at explaining and clarifying thoughts and ideas using relevant knowledge, know-how, and skills

Organisational / managerial skills

- good organizational skill gained as an assistant manager in Vacation.az Travel agency.
- good team-leading skills gained as a team leader during volunteering programs
- multitasking and prioritization skills acquired during the years of simultaneous work and studying, together with excellent time management skills
- ability to analyse, plan, organize, execute and report work effectively and with minimal supervision

Job-related skills

- accustomed to working in groups gained during academic projects
- performing tasks by dividing them into specific categories using the "Priority Matrix" system.
- good command of presentation techniques and group moderation
- general knowledge of discussion techniques
- exemplary student over bachelor and master study

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Proficient user	Proficient user	Independent user	Independent user

Digital skills - Self-assessment grid

- advanced command of Microsoft Office™ tools (Outlook, Word, Excel, PowerPoint, OneDrive)
- internet navigation with excellent research skills
- good command of STATA software

ADDITIONAL INFORMATION

- Certifications** Certificated for completing "International Center for Migration Development Policy" Summer School funded by the European Union, Kachreti, Georgia 2019
- Certifications** Certificated for completing "Promoting Migration Studies in Higher Education" funded by the European Commission (Erasmus+ program) Tbilisi, Georgia 2018
- Certifications** Certificated by Mevlana Student Exchange Programme for participating and completing required procedures
- Certifications** Certificated by Pasha Life Insurance for participating in "Insurance and Insurance Custom" training
- References** B2 level of proficiency according to Common European Framework of Reference in the English language by English Language and Literature Department
- Projects** Research paper: "Agriculture for developing countries under WTO"