

Babazade, Shafag

Date of birth 01.06.1993 Azerbaijan

Nationality *Azerbaijan and Russian*



Personal Profile: Young expert for international relations between Europe and the Middle East/ EU and Turkey with a special interest in research, communication and reporting. Fluent in four languages with previous experience in translation and interpretation.

PROFESSIONAL EXPERIENCE

15.04.22- 26.06.22	STP-AH Procurement Specialist	Baku, Azerbaijan
15.02.21- 15.04.22	STP-AH Director's assistant	Baku, Azerbaijan
	<ul style="list-style-type: none">-Support foreign citizens in getting temporary residence permit and work permit according to Azerbaijan Labor Code-Act as the first point of contact and liaison with internal and external customers and visitors-Manage and optimize schedule and resolve routine issues on Director's behalf-Host director's guests and visitors-Prepare minutes and action logs of meeting and conferences-Manage all travel arrangements (flights, hotels, hire car, visas etc) and prepare detailed itineraries-Management of internal and external documents flow-secretarial support with incoming calls	
01.07.2020- 15.02.2021	DHL express Customer service agent	Baku, Azerbaijan
01.03.2020- 20.05.2020	ORCA Offshore FZC AR Branch HR assistant	Baku, Azerbaijan
12.19.2019- 02.28.2020	Accounts Administrator	
01.19-06.19	Special Economic Zone "Ulyanovsk" Investor relations specialist	Ulyanovsk, Russia
05.15-09.16	Ulyanovsk Region Development Corporation Consultant <ul style="list-style-type: none">- searched and attracted foreign investors- organised and assisted at negotiations, including full circle documentation preparation- Russian-English and Russian-Turkish translation and interpretation activities-independently prepared and assisted in running negotiations with Turkish investors in 2015- was in charge of business correspondence and side events related to the talks	Ulyanovsk, Russia
02.15-04.15	Ulyanovsk Region Administration Department of External Relations Trainee External Relations Officer <ul style="list-style-type: none">-conducted daily media analysis of current domestic and regional events, drafted reports to the Head of Section-assisted at working group meetings, prepared the minutes-assisted with English-Russian/Russian-English translation and interpretation-assisted at the conference with German delegation and independently drafted the concluding report on the outcomes of the events	Ulyanovsk, Russia

EDUCATION

01.18-06.18	University of Vienna Certificate on Completion of German Language Course A2	Vienna, Austria
09.16-10.17	Hochschule Bremen Master of Arts in European Studies (<i>European Public & Private Management</i>) Modules: <ul style="list-style-type: none">Management of Funds (Applying for funds in the EU)Cultural implications of Business and International TeambuildingMarketing in the EUExpanding your business across borders	Bremen, Germany
09.11-06.15	Ulyanovsk State University Bachelor's degree in International Relations Courses: <ul style="list-style-type: none">Theory and history of diplomacy, international conflicts in the 21st centuryGlobalisation and international organisations, international law Thesis title Turkey and the European Union: Main Directions of Interaction, Problems and Prospects	Ulyanovsk, Russia
06-13-08.13	Kingsborough College Certificate on Completion of 144 Hour Kingsborough English Language Immersion Course	New York, USA

ACADEMIC CONFERENCES

2017	Paris Institute of Political Studies Paris International Model United Nations Report on "De-freezing and re-escalation of the Nagorno-Karabakh Conflict"	Paris, France
2014	Moscow State Institute of International Relations Moscow International Model United Nations Report on "The provision of security in the sphere of information technologies"	Moscow, Russia
2014	Istanbul State University Report on "International Migration and development"	Istanbul, Turkey

LANGUAGES

Russian (mother-tongue), Azerbaijani (mother-tongue), English (advanced) Turkish (fluent), German (basic), French (basic)

IT SKILLS

Professional command of Microsoft Office™ tools, Adobe Products,

PERSONAL INTERESTS

participation in cultural events and business forums, making creative presentations in class
