



Anar Imamverdiyev

PMO Director/CEO



Contact

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Professional Summary

Experienced project manager with over 10 years of experience in oil&gas, IT, telecommunication, business industries.. Excellent reputation for resolving problems and improving customer satisfaction.

Business trainer, Project management consultant and coach. Can create an amazing Agile PMO. Smart-working and passionate job seeker with strong organizational skills eager to secure C level position. Ready to help team achieve company goals.

- Hold motivation meetings with the team
- Hold meetings of the project department
- Conducted retrospectives with projectmanagers
- Reported to stakeholders, senior management
- Built an individual employee development plan
- Played an active role in development of internal software.

Among the clients: "GAZ Group", "Russian Post", gas station "Gazpromneft", JSC "Otkritie Broker", PJSC "Lukoil" and many other companies.



Work History

2019 - Present

Lecturer in Organizational Behavior, HRM, Project Management, Marketing and Strategic Management (Khazar University, ADA University)

2020-08 – 2022-07

Acting Director of PMO

reksoft, Moscow

- Managed portfolio (40-50 projects) with an average project life cycle of 1.5-2 years.
- Personally managed: 11 project managers and 4 project portfolio managers
- Supervised the activities of more than 300 people
- Hold weekly project committees

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English	<div><div></div><div></div><div></div><div></div><div></div></div>
Excellent	
Russian	<div><div></div><div></div><div></div><div></div><div></div></div>
Excellent	
Turkish	<div><div></div><div></div><div></div><div></div><div></div></div>
Very Good	
Azerbaij ani	<div><div></div><div></div><div></div><div></div><div></div></div>
Excellent	

Key results:

A unique reporting system has been developed and implemented, where project dynamics could be observed in real time (financial feasibility of projects, prevention and leveling of project risks: deadlines, resources, budget).

- ✓ Reduced the time from entry to project implementation by 30%, after some key adjustments made in the PMO
- ✓ Implemented the "competence matrix" process (automation of the process, where data on competencies are entered for each employee).
- ✓ Optimized business processes, which has allowed to increase the turnover of the company (now it is possible to conduct more presales and take more projects to work).
- ✓ Improved the competitiveness of the company (our offers became more favorable, predictable in term of costs and time).

2014-06 -
2018-07

● **Senior Project Manager**

British Petroleum

- Developed project plans and managed project scope using methodologies to guide projects from conceptualization to implementation and maintenance.
- Directed changes to project scope and cost and implemented appropriate change management processes to keep project on track.
- Communicated project plans and progress to key stakeholders and project contributors.
- Maintained schedules to meet key milestones at every project phase.
- Kept projects on schedule and within budget while serving as project leader.
- Partnered with project team members to identify and quickly address problems.
- Updated customers and senior leaders on progress and roadblocks.
- Recorded all project costs and expenses and aligned with project budget.
- Developed and led multi-disciplinary team to redefine problems and reach solutions based on different perspectives.

- Monitored contracts and service level agreements to identify potential risks and implement mitigation actions to protect development process from unforeseen delays and costs.
- Outlined work plans, determined resources, wrote timelines and generated initial budgets as part of project scope determination.
- Gathered project requirements through interactions, meetings and walkthroughs with potential application users and to develop business requirements documents (BRD), functional requirements documents (FRD) and user mockups.
- Oversaw large portfolio of projects to support teams, report progress and influence positive outcomes for key stakeholders.
- Worked with third-party vendors to streamline appropriate processes for product storage, transportation and disposal.

2013-02 -
2014-05

● **CEO**

eMobile, Baku

- Coached and guided senior managers to improve employee job satisfaction and achieve higher performance levels.
- Managed partnerships and strategic business relationships by negotiating contract terms and handling conflicts.
- Built productive relationships with industry partners and competitors to support strategic business objectives.
- Established foundational processes for business operations.
- Identified new revenue generation opportunities to maximize bottom-line profitability.
- Updated business processes, products and team makeups to generate more business opportunities and cater to audience needs.
- Engaged positively with staff and leadership colleagues, soliciting and encouraging feedback and collaborative spirit.
- Worked with department heads to address team needs and offer high-level support for

everyday operations.

- Formulated and implemented the strategic plans that directed the business
- Oversaw the complete operation of a company according to strategy plans
- Applied leadership crucial for the success of the company's mission

2011-01 -
2012-11

● **Sales Manager Intern**

B&B TV (BBTV.AZ), Baku

- Supported sales team with administrative assistance such as coordinating paperwork and responding to basic inquiries.
- Coordinated sales (corporate clients and individual subscribers)
- Maintained and improved relationships with clients
- Managed customer expectations and helped navigate sales processes.
- Tracked, measured and reported on trends for sales team analysis and decision making.
- Helped organize sales events and meetings and set up spaces.
- Motivated team members
- Found most suitable sales channels for the new product in Azerbaijan "DVB T (Digital Video Broadcasting- Terrestrial) set-boxes"
- Devised a sales plan and all procedures for the new project "DVB T2"
- Contacted customers to immediately find resolutions for escalated issues.
- Organized company files and created support system to decrease workload and increase productivity.
- Resolved problems with high-profile customers to maintain relationships and increase return customer base.
- Managed accounts to retain existing relationships and grow share of business.
- Collaborated with upper management to implement continuous improvements and exceed team goals.



Education

2013-09 -
2015-10



MBA: International Business

Maastricht School of Management - Netherlands



Certifications



2015-12

PMP



Hobbies

Ping pong, Paintball, Krav Maga