

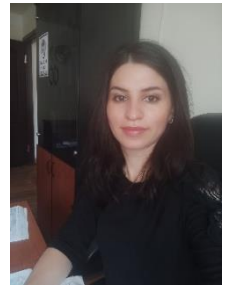
# AYTEN BAKHISHOVA

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## SUMMARY

Highly motivated employee with desire to take on challenges.  
Strong worth ethic, adaptability, and exceptional interpersonal skills.  
Adept at working effectively unsupervised and quickly mastering new skills.

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## EXPERIENCE

### *Coordinator*

**Khazar University/Baku**

**06.10.2025- till now**

**Economics and Management faculty**

### *Assistant*

**01/12/2014-06.10.2025**

**Khazar University/Baku**

### **Email:**

[arahimova@khazar.org](mailto:arahimova@khazar.org)

Organized and maintained filing systems for documents and records.  
Assisted with event planning activities such as conferences or seminars.  
Created agendas for meetings, took meeting minutes, distributed notes attendees afterwards.  
Maintained positive working relationship with fellow staff and management.  
Provided administrative support to senior management team.  
Answered incoming calls, responded to emails, faxes and other inquiries from teachers.  
Assisted in recruitment and interviewing process by scheduling interviews, providing administrative support to hiring new teachers.  
Created, organized, and maintained employee personnel files to keep sensitive data secure  
Maintain document control procedures.  
Gathered personal data from employees.  
Distribute information, memos, and announcements.

Office Equipment Troubleshooting  
Mail Distribution  
Event Planning  
Data Entry  
Meeting Support  
Meeting Coordination  
Project Coordination  
Office Administration  
Administrative Support  
Travel Arrangements  
**Computer Skills** (Word, Excell, Power Point, Adobe Photoshop)

### *Education Quality Assurance Expert in TKTA*

18.05.2023 -till now

### *Instructor 01 /2008 (at home) -current*

- Developed and implemented English language curriculum for adults.
- Provided individualized instruction to students of all ages and backgrounds.
- Assessed student progress using standardized tests and other evaluation tools.

- Conducted regular meetings with parents to discuss student progress.
- Created lesson plans that incorporated both grammar and conversational skills.
- Encouraged students to practice speaking English in class.

### *Travel Agent manager*

“12 Travel”            01.08.2013- 27.09.2013  
 “Vahid-S travel”    01.10.2013 -19.11.2013  
 “AFN Travel”        02.12.2013–30.07.2014

- Provided travel information to customers and answered questions regarding passports, visas, transportation, accommodation, and tour packages.
- Organized flights, insurance, and accommodations for travelers according to their preferences.
- Assisted customers in selecting the best possible package with the least expense.
- Researched availability of airfare and hotel rooms using reservation systems.
- Prepared customized itineraries based on customer needs and preferences.
- Processed payments from clients via cash or credit cards.
- Suggested additional services such as car rentals or activities that would enhance a customer's trip.
- Maintained up-to-date knowledge of airline regulations concerning ticketing procedures and restrictions.
- Developed relationships with suppliers including airlines, hotels, cruise lines, tour operators to secure discounted rates for customers.

### **Khazar University**

- “Dunya School” Internship, teacher 25 October – 27 December 2011 (Fall 2011 semester)
- 1 March – 27 May 2012 (Spring 2012 semester)  
 Duties:
  - · Auditing and teaching English classes (3th & 9 thclass).
  - · Preparing presentations according to each lessons theme.

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## **EDUCATION AND TRANINGS**

Language skills: English, Russian, Turkish

MBA, Business Administration 2013- 2016  
 UNEC -Baku

Bachelor of Science, English and literature 2008-2012 (*high honor diploma*)  
 Khazar University- Baku

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## **Certifications**

- Khazar University, School of Humanities and Social Sciences/ bachelor’s degree – Dean Honor Lists:
- 2009-2010 - I semester; 2009-2010 – II semester

- 2010-2011 – I semester; 2010 - 2011 – II semester
- 2011 – 2012 – I semester; 2011- 2012 – II semester
- 15 February 2013 received CERTIFICATE of **“Galileo Reservation Base”** training course/ Baku, Azerbaijan.
- 10 November 2004 received CERTIFICATE of **“Certificate of Completion – The International School of Azerbaijan”** / Baku, Azerbaijan.
- 19 October 2013, received CERTIFICATE” of **“Active participation in an informational tour for representatives of media and tourism companies of Medieval Agsu City Archeological Tourism Complex, Novcu Rock Ram Graves Memorial Site, Mehravan Fortress and AzGranata Juice and Wine Production Factory”** / Baku, Azerbaijan.
- 11-18 March, 2016 received CERTIFICATE of **“Philosophical aspects”** monthly training course organized by the School of Humanities and Social Sciences and by Dr. Janusz Ciuciura of the University of Łódź in the framework of the EMBER / Baku, Azerbaijan.
- 14-15 April, 2017 received CERTIFICATE of **“18-hours Language teacher training course”** organized by the Khazar University and by Evelin Muuripeal and Leili Sagi in the framework of the Estonian LTD Lingatore/ Baku, Azerbaijan.
- 25 January 2018 received CERTIFICATE of **“Data Collection and Data Analysis and English for Specific Purposes”** training seminar organized by the Khazar University and Dr. Davoud Kouhi / Baku, Azerbaijan.
- 21-22 November 2019 received CERTIFICATE of **“Hybridity of Academic / Scientific Discourses” and “Research Methodology (interactive panel)”** training seminar organized by the Khazar University and Dr. Davoud Kouhi / Baku, Azerbaijan.
- 28 May 2020 received CERTIFICATE of **“Completing English Language Course”** organized by British Council/ Baku, Azerbaijan.
- 18.05.2023 received Certificate Quality Assurance Assessment Expert Training on **“External Quality Assurance”** by **Ulkar Sattarova**/Baku, Azerbaijan
- 28.10.2023 received Certificate **“The Foreign Language Teaching Forum ”**organized by AGMA.