

# **Short Academic Curriculum**

**Name and surname:** Aytan Bakhishova

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## **EDUCATION:**

**Azerbaijan State University of Economics**

**Baku, Azerbaijan**

Business Administration

2013-2016

**Khazar University- School of Humanities and Sciences**

Bachelor on English Language and Literature, **High Honor Diploma Baku, Azerbaijan**

GPA: 90/100

92/100

2008-2012

**Yeni Yasamal district, Secondary School № 286**

**Baku, Azerbaijan**

1997-2008

## **EMPLOYMENT / VOLUNTEER EXPERIENCE**

Khazar University, School of Economics and Management

**Baku, Azerbaijan**

Department of Economics and Management, Chief Assistant – 1 December 2014 (Present)

Duties:

To communicate with teachers and collect syllabi and CVs.

To collect and analyze preliminarily the information related to various programs of study

Preparation of departmental documentation

To assist the Head of Department in the planning and implementation of subject related to various programs activities and events

Working on the University's web-site ([www.khazar.org](http://www.khazar.org)) on faculty's page, placing course load, faculty announcements, list of the faculty and staff for every semester and faculty news

To communicate with teacher about making exams questions

Controlling going away of the Exams

### **Instructor**

Da Vinci Academy

**Baku, Azerbaijan, Instructor**

2020 September (**General English teacher**)

Duties:

Teaching English language via **Zoom**

### **Afn travel (Travel agency)**

**Baku, Azerbaijan**

Incoming and outgoing travel manager – 2012/2013

- Managing budgets and maintaining statistical/financial records;
- Selling tour packages;
- Visiting to a new destination to gather information on issues and amenities of interest to consumers
- Providing advice about visas and passports
- Preparing documentation
- Developing relationships with tour operators abroad
- Preparing insurance.
- Working with insurance companies.

### **Eysaib -Training center 2011-2012**

Translating holy books

Khazar University

**Baku, Azerbaijan**

“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 & 7thclass).
- Preparing presentations according each lessons theme.

### **HONORS AND AWARDS:**

- Khazar University, School of Humanities and Social Sciences/ Bachelor 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 – “TISA”** 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.

### **LANGUAGE SKILLS:**

Azerbaijan, Turkish, English, Russian.

### **SOFTWARE SKILLS:**

Coral Draw, Excel, Word, Power Point, Photoshop, Outlook.

### **HOBBIES**

Traveling, reading books, watching films