

WORK HISTORY

August 2017 – present **Central Bank of the Republic of Azerbaijan**
Training and development

April 2022 – present **Head of Training and development unit**

- Lead the design and execution of the Bank’s training and development strategy, ensuring alignment with institutional goals;
- Conduct training needs analyses and develop tailored learning programs for all departments;
- Oversee implementation of in-house, external, and digital learning initiatives, ensuring compliance with regulations;
- Manage training budgets, contracts, and vendor relationships to optimize resource use;
- Develop leadership programs to build organizational capability;
- Monitor and evaluate program effectiveness using evaluation models;
- Foster partnerships with regulators, academic institutions, and industry bodies;
- Oversee the design, implementation, and continuous improvement of the employee onboarding program to ensure smooth integration of new hires;
- Deliver orientation sessions.

April 2021 – 2022 **Senior Specialist**

May 2019 – April 2021 **Leading Specialist**

August 2017 – May 2019 **Specialist**

- Assist in organizing and delivering internal and external training programs for employees;
- Support the preparation of training materials, schedules, and logistical arrangements;
- Maintain accurate training records and participant databases;
- Provide administrative support for the employee onboarding process, including preparing orientation materials;
- Coordinate the Bank’s internship program — assist with recruitment, selection, and placement of interns;
- Act as the first point of contact for interns, addressing questions and facilitating smooth integration into departments;
- Collect and analyze participant feedback to support continuous improvement of training and internship initiatives;
- Liaise with educational institutions and external training providers to arrange collaborative programs.

September – December 2025 – **Adjunct Lecturer**
Khazar University

March – July 2025 **Adjunct Lecturer**
Khazar University

- Delivered a tailored corporate training session on “Fundamentals of Management” to the senior leadership team of AccessBank.

**November 2014 –
August 2017**

**HR Specialist
“Kaspi” Educational Organisation**

- Led end-to-end recruitment processes for academic and administrative roles, including job posting, screening, interviewing, and offer negotiation;
- Designed and implemented a structured onboarding program to enhance new employee integration and reduce time-to-productivity;
- Developed and launched a tailored internship program aligned with organizational goals and talent pipeline needs;
- Managed internship recruitment, including university outreach, candidate selection, onboarding, supervision, and performance evaluation;
- Supported employer branding initiatives by organizing recruitment events, and career fairs;
- Provided guidance on HR policies and procedures to employees and interns, ensuring clear communication and compliance.

**July –
August 2012**

**Intern, Human Resources department
Central Bank of the Republic of Azerbaijan**

- Gained familiarity with the organizational structure of the Central Bank and the key functions of the Human Resources Department;
- Acquired knowledge of the Labour Code of the Republic of Azerbaijan;
- Participated in various projects related to human resources management;
- Reviewed candidate applications and learned methods for clerical role placement;
- Contributed to the successful reorganization of the internship program;
- Attended multiple trainings focused on interpersonal skills and effective collaboration;
- Demonstrated ability to work in a team and build strong professional relationships.

EDUCATION

**2013-
2014** MA, Human Resources Management
London Metropolitan University

**2009-
2013** BA, World Economy
Baku State University

TRAINING AND CERTIFICATION

January 2023 – June 2026	SHRM Certified Professional (SHRM-CP)
March 2025	HR Issues in a Changing, Joint Vienna Institute (JVI)
August 2020	GSE2x: Leaders of Learning, HarvardX
November 2018	Diagnosis of organisational climate as a factor influencing work efficiency – methods and tools, Narodowy Bank Polski (NBP)

LANGUAGES

Azerbaijani – Native

English - Advanced