

# GULIYEV ELNUR ZABIR

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Date of birth: 20.08.1995

## KEY QUALIFICATIONS:

- International Economics/Marketing field lecturer at Azerbaijan State Oil and Industry University for BBA/ZU
- Three years of experience as an administrative employee on educational support for BA Programs (MBA, BBA and ZU) of the Azerbaijan State Oil and Industry University. MBA and BBA Programs are implemented in partnership with Georgia State University of the USA; ZU Programs are in partnership with Siegen University of Germany.
- Three years of teaching the English language as a foreign language via special preparation.
- Extensive knowledge in hiring-choosing a relevant employee. Author of three specific research studies:
  1. Employee selection problem based on perfect information held by TOPSIS model.
  2. Employee selection problem based on imperfect information by AHP model.
  3. Manager selection problem under uncertainty by Prospect theory.
- Proven communication and organization skills, excellent analytical, report writing and presentation skills
- Hardworking and responsible, punctual, and tactful, disciplined, and quick learner.
- Possess excellent interpersonal and communication skills and able to work in an international environment.
- Able to work in a team-based environment and time management abilities.
- Excellent Computer skills (MS Word, Excel, PowerPoint, Outlook, Internet, etc.).
- Healthy/able to travel.

## EDUCATION

<i>Name of school/college/university or equivalent, /city/country</i>	<i>Nature of course/studies/ specialization</i>	<i>Diploma/ specialization/ Degree obtained</i>
<i>Azerbaijan State Oil and Industry University</i>	<b>PhD</b> <b>General Systems, Information Technologies, Decision making Fuzzy Logic and Analysis- Multistage decision-making methods under Z-environment</b>	<i>Studying Distant</i>
<i>MBA with emphasis on management Azerbaijan State Oil and Industry University in partnership with Georgia State University, Atlanta, USA</i>	<b>MBA</b> <b>Major: Production and Operations Management</b>	<i>Degree obtained /Honors/</i>

*Azerbaijan State Economic  
University*

**Bachelor**  
International Economic  
Relations  
**Major: Global Economy**

*Graduated*

#### TRAINING/COURSES

<b>Administrative Trainings</b>	ASOIU - Effective ways of improving efficiency in education system, much better methods to influence the way of teaching process.
<b>BLBS (Baku Language and Business School)</b>	General English (Upper intermediate) 2014 February-2015 October
<b>BLBS (Baku Language and Business School)</b>	General Russian (Pre-intermediate) 2016 December-2017 May
<b>ADA</b>	Introduction IT solutions in 2018 February 16 <sup>th</sup>
<b>BARATTSON</b>	Sales, Main roles of implementing Neuromarketing to the market place. 2017 July 14 <sup>th</sup> -20 <sup>th</sup>

#### EMPLOYMENT RECORD:

<b>2023- present</b>	Khazar University <b>Position: Adjunct Instructor</b> Delivering lectures on Marketing Module
<b>2022- present</b>	<b>Azerbaijan Technical University</b> <b>Position: Adjunct Instructor</b> Delivering lectures on International Marketing Management, Digital Marketing, International Management, HR Management modules to MBA students.
<b>2018- present</b>	<b>Azerbaijan State Oil and Industry University</b> <b>Position: Adjunct Instructor</b> Delivering lectures on International Marketing Management, Marketing Communication, International Economic Relations, Digital Marketing, International Management modules.
<b>October 8th, 2019, till now</b>	<b>BA PROGRAMS OF ASOIU (Azerbaijan State Oil and Industry University)</b> <b>Position: Internet Network Administrator lead</b> <b>Major responsibilities:</b> <ul style="list-style-type: none"><li>▪ Managing the operating site of E-uni.az and mba.edu.az of the program</li><li>▪ Providing program with IT solutions</li><li>▪ Managing online registration and online classes.</li><li>▪ Troubleshooting</li><li>▪ Providing program with all materials for education.</li><li>▪ Giving technical and programming support for program</li></ul>
<b>April 1<sup>st</sup> 2019 to May 1<sup>st</sup> 2019</b>	<b>Baku City Circuit –Baku Grand Prix Formula 1</b> <b>Position: Ticketing &amp;Access Control Team Leader</b>

**Major responsibilities:**

- Coordinating volunteers
- Realizing ticket sales and tracking the procedure
- Welcoming and directing players and international guests.
- Controlling the originality, validity of tickets

**February 18<sup>th</sup> 2019 To Present**

**BA PROGRAMS OF ASOIU (Azerbaijan State Oil and Industry University)**

**Position: Lecturer (International Economic Relations, The Management Science, Marketing Communication, International Marketing Strategy, Marketing Science, Sales and Distribution Management, Digital Marketing, Corporate Governance, Marketing Management)**

**September 5<sup>TH</sup> 2017 To October 8<sup>th</sup> 2019**

**BA PROGRAMS OF ASOIU (Azerbaijan State Oil and Industry University)**

**Position: Academic counselor**

**Major responsibilities:**

- Provides general secretarial and administrative support (updating student's files and contracts, records, handling correspondence, registration and filing, etc.). Archiving them as well.
- Organizing grade records to increase reference speed.
- Work with instructors, academic advisors on policies and procedures of the programs;
- Acting as a liaison between administration and students
- Supporting teaching process with educational materials and technical assets.
- Organizing and involving after-school student writing workshop for college application essays.
- Informing qualified student to participate in exchange programs (for instance: ERASMUS)
- Organizing regular meetings with students in order to get feedbacks (claims, recommendations etc.)
- Carrying current orders to implement in education process in order to get maximum efficiency (quality)

**4<sup>th</sup> June 2017-July 1<sup>st</sup> 2017**

**Barattson School of Business and Finance**

**Position: Sales Coordinator (Intern)**

**Major responsibilities:**

- Maintaining and delivering knowledge of current sales and promotions (about courses), policies regarding payment and exchanges and security practices
- Maintaining friendly and professional customer interactions at all times.
- Meeting existing customers to review current services and expand sales opportunities.

**2<sup>nd</sup> May 2017 to 3<sup>rd</sup> June 2017**

**LC WAIKIKI**

**Position: Sales representative**

**Major responsibilities:**

- Communicating regularly with territory, regional and strategic managers for daily support and strategic planning;
- Maintained and organizing a customer database of over 600 clients nationwide;
- Placing special merchandise orders for customers;
- Greeting customers in a timely fashion, while quickly determining their needs;
- Coordinating between billing department and customers to resolve problems;
- Responding to all customer inquiries thoroughly and professionally;
- Answering customer questions about product availability and shipment times.

**July 2015****1<sup>st</sup> European Games****Position: Volunteer****Major responsibilities:**

- Effectively communicating with a diverse group of athletes, coaches and game officials.
- Developing and maintaining key relationships with local vendors.
- Attending all practices, meetings and workouts on time
- Trainings with staff and department managers to maintain currency on volunteer opportunities within each department

**September 10<sup>th</sup> 2015 to  
November 20<sup>th</sup>****№ 1 ASAN service****Position: Volunteer****Major responsibilities:**

- Changing citizens' ID passwords, International passwords, driving license
- Controlling notary service ( Affirmations, permissions, power of attorneys)
- Describing procedures to customers and accurately explaining details and care of mechanism.
- Investigating and resolving customer inquiries and complaints in a timely and empathetic manner.
- Surveying questionnaires to measure customers' satisfaction by open and yes/no questions.

**LANGUAGE SKILLS**

<b>Languages:</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>	<b>Comprehension</b>
<b>Azerbaijan</b>	<i>Native</i>			
<b>Turkish</b>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>
<b>English</b>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>
<b>Russian</b>	<i>Good</i>	<i>Good</i>	<i>Good</i>	<i>Very Good</i>