

## KHUMAR HUSEYNOVA

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### EDUCATION

February, 2016 –February 2018	<b>University of Leicester, Human Resources Management and Training, MSc.</b> <ul style="list-style-type: none"><li>· Employee Development and Workplace Learning</li><li>· Managing Human Resources</li><li>· Implementing Improvements in Organizational Performance</li><li>· Research methods</li><li>· Dissertation</li></ul> <b>Master of Science (M.Sc.) Diploma with merit and transcript</b>
April, 2012- December, 2013	<b>School of Project Management, George Washington University, BP and Khazar University (7 modules)</b> <ul style="list-style-type: none"><li>· Managing projects</li><li>· Risk management</li><li>· Scheduling and Cost Control</li><li>· Project Leadership and Communications</li><li>· Quality for Project Managers</li><li>· Project Management applications</li><li>· PMP Exam preparation</li></ul> <b>Master Certificate</b>
January 07-May 20, 2011	<b>Junior Faculty Development Program, Southern Illinois University, Edwardsville, USA. (Scholarship Program)</b> Courses attended: <ul style="list-style-type: none"><li>· Training and Development of Employees;</li><li>· HR management</li><li>· Employee compensation and benefits</li><li>· International Management</li><li>· Communication and Negotiation skills for managers</li></ul> <b>Diploma and transcript</b>
1998 – 2002	<b>Khazar University, Baku, Azerbaijan, School of Engineering and Applied Sciences.</b> [Degree Awarded: Master of Science in Computer Engineering and Management] <b>Degree diploma and transcript</b>
1985 – 1990	<b>School of Machine building, Azerbaijan Polytechnic University, Baku, Azerbaijan.</b> [Major: <i>Mechanical Engineer</i> ]. <b>Degree Diploma and transcript</b>

### PARTICIPATED EVENTS / SEMINARS (SELECTED)

February 14-15, 2019	<b>37 th International Scientific Conference on Economic and Social Development –Human Resources Development, Baku, Azerbaijan</b>
June 9 – 10, 2016	15th International Scientific Conference on Economic and Social Development –Human Resources Development, Varazdin, Croatia
November 16 – 18, 2015	Financial Education, Joint Vienna Institute, Austria
May 21 – 24, 2014	Talent management, Central Bank of Malaysia
November 19 – 21, 2013	HR experts' forum, Bank of England, London
April 9 – June 5, 2013	Management Development Program, Azerbaijan Diplomatic Academy (ADA), Baku
May 16, 2011	World Bank, Washington DC. Training at HR department, The Knowledge and Development section
March 28 – April 01, 2011	Junior Faculty Development Program, mid –program Virtual Conference, American Councils for International Education. Certificate for the best participation
March 07– 12, 2011	Study tour at Training and Development Division, HR department. Alliant Credit Union, Chicago, USA.
May 12 – 14, 2010	Risk management by Mr.Stefano Bragoli ATTF, Luxembourg

March 01– 21, 27-31, 2010	<b>University of Angers, France.</b> Academic staff exchange program. Erasmus Mundus External Cooperation Window for Azerbaijan, Georgia, Armenia lot 6. (Certificate) (Scholarship Program)
March 22 – 26, 2010	<b>Bundesbank Germany; Trainings on HR management.</b>
December 2009	<b>Psychological Selection of personal</b>
October, 2009	HR management, ATTF, Luxembourg and CBAR
February 01 – 14, 2009	BI Norwegian School of Management; Management Module

## WORK EXPERIENCE

	<b>Central Bank of Azerbaijan, HR department</b>
2017 December – up today	Head of Appraisal and Development Division
2012 October – 2017 December	Head of Training and Development Division
2009 August – 2012 October	Senior Specialist, Training and Development Division

### Khazar University, AZERBAIJAN

#### School of Economics and Management

2009 – up today	Part-time instructor at the School of Economics and Management Courses: Operations Management (MGMT 440) Principles of Management (MGMT 310)
2002 – 2009	<b>Director at International Scholars and Students` Center</b>
2000 – 2005	Translation Project Coordinator Translator at the Translation Studies Center Editorial Assistant of <i>Journal of Azerbaijani Studies</i>
1990 – 1997	<b>Technical College, Ganja, AZERBAIJAN</b> Instructor at the Department of Technology of Machine building

## TRANSLATIONS and PUBLICATIONS

1. **“Principles of Operations Management, Sustainability and Supply Chain Management”** by Jay Heizer, Barry Render, Chuck Munson, **On-going translation** from English into Azerbaijani.
2. **“What employability qualities do commercial bank managers expect from graduates in Azerbaijan?”** Baku, 14-15 February, 2019 at the [file:///C:/Users/khumar\\_huseynova/Downloads/Book\\_of\\_Proceedings\\_esdBaku2019\\_Online%20\(1\).pdf](file:///C:/Users/khumar_huseynova/Downloads/Book_of_Proceedings_esdBaku2019_Online%20(1).pdf) pp.957-970
3. **“Willpower instincts”** by Kelly McGonigal, Translation from English into Azerbaijani, 2018, TEASPRESS; ISBN: 9789952310283
4. **“You can heal your life”** by Louise Hay, Translation from English into Azerbaijani (8 chapters), July, 2017, TEASPRESS; ISBN: 9789952515183
5. **“Developing employability skills via Career centers at secondary schools”** Book of Proceeding, 15th International Scientific Conference on Economic and Social Development Human Resources Development, Varazdin, 9-10 June, 2016 at the [http://www.esd.conference.com/upload/book\\_of\\_proceedings/esd\\_Book\\_of\\_Proceedings\\_Varazdin\\_2016\\_Online.pdf](http://www.esd.conference.com/upload/book_of_proceedings/esd_Book_of_Proceedings_Varazdin_2016_Online.pdf), pp.112-120.
6. **“Assist students in finding jobs by developing their employability quality”**, May, 2015, Khazar Review, No.340, pp.71-74. [https://www.academia.edu/13578020/assist\\_students\\_in\\_finding\\_jobs\\_by\\_developing\\_their\\_employability\\_quality](https://www.academia.edu/13578020/assist_students_in_finding_jobs_by_developing_their_employability_quality).
7. **“Being Muslim in America”** July, 2010. (translation from English into Azerbaijani) ISBN 978-9952-20-060-7 Project financially supported by the USA Government.
8. **“Racing Up Hill”** by Hafiz Pashayev (Translation of I and II chapters from English into Azerbaijani), March-May, 2007. ISBN 978-9952-34-095-2
9. **“Mass Media VI: Introduction to modern communication”** by Ray Eldon Hiebert, Donald F. Ungurait, Thomas W. Bohn.” (translation of 18 Chapters from English into Azerbaijani, Published at Khazar University Press, 2005); ISBN: 9952-20-030-7

10. **“A shilling”** by *Liam O’Flaherty* (translation from English, published in the *Khazar View newspaper*, No.125, 2002);
11. **“The Newswriter’s Handbook: An introduction to journalism”** (translation 8 chapters from English into Azerbaijani, Published at Khazar University Press, 2001); **ISBN** 9952-20-011-0
12. Speech at the presentation of the book “The Newswriter’s handbook” (published in the **Khazar View**, No.122, 2002);
13. **“Akhtarishlar, Tapintilar, Sevinclar”** (*“Researches, findings and joys”*) (article on translation, published in the *Khazar View*, No.121, 2002);
14. **“The Caucasus as a Catalyst of the Wets-East Relations”** by Rufat U. Kerimov (translation from English into Azerbaijani, published in the *Khazar View*, No.90, 2000)

