

Narmin Mansurova, SHRM-SCP

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PROFESSIONAL EXPERIENCE

Khazar University | www.khazar.org

Instructor for Human Resources Management course | September 2021– Present

SOCAR (State Oil Company of Azerbaijan Republic) | www.socar.az

Senior HR Specialist | September 2018 – Present

- Managing and delivering talent management projects
- Identifying and assessing training needs, measuring training program's effectiveness
- Implementation of succession planning programs
- Identifying, planning, delivering and measuring L&D across organization
- Overseeing performance management processes
- Analyzing organization's HR-related data and trends

ADA University | www.ada.edu.az

Career Advisor | August 2017 – September 2018

- Development and delivery of career education and outreach programs
- Delivering formal courses, seminars and workshops in career and professional development
- Advising on vision, direction, implementation strategies and assessment plans for career development and services
- Liaising with employers & professional organizations to discover job opportunities for students & alumni

AISGOC (Azerbaijan Islamic Solidarity Games Operations Committee) | www.baku2017.comHR

Administration Manager | June 2016 – June 2017

- Planning, implementation & Control of HR Admin procedures, ensuring compliance with legislation
- Preparation and maintenance of employee documentation (hiring, termination, changes, leave documents, orders etc.)
- Carrying out staff induction/onboarding for new staff members
- Preparation of reports and statistics for both internal and external use
- Recruitment and selection of candidates
- Management of different HR projects

BEGOC (Baku 2015 European Games Operations Committee) | www.baku2015.com

HR Specialist | July 2014 – September 2015

- Recruitment and selection of more than 300 employees for 6 different departments
- Coordination of recruitment, logistics, trainings, assessment centers, performance review procedures and administrative tasks within 'Graduate Recruitment' program
- Organizing Staff events and trainings
- New Starters and Leavers Issues (Induction, preparation of personnel files & other HR documents)

EDUCATION

Azerbaijan State Economic University | September 2014 – June 2017

-MBA, Human Resource Management

University Paris-Est Creteil, France | September 2015- May 2016

-Master 1, Business Management

Azerbaijan University of Languages | September 2010 – June 2014

-BA, Linguistics/Pedagogy

ADDITIONAL

LANGUAGES: English (Fluent), Russian (Near-native), Turkish (Fluent), Azerbaijani (Native), French (Basic)

TECHNICAL: Microsoft Office (Word, Excel, PowerPoint, Outlook), MS Project, SAP HCM, Eploy ATS, HTML

CERTIFICATES: SHRM-SCP

