



## **CURRICULUM VITAE – NASIBA KHALILZADE**

[nasiba.khalilzade@khazar.org](mailto:nasiba.khalilzade@khazar.org)

### **PERSONAL INFORMATION:**

<b>Name / Surname:</b>	Nasiba Khalilzade	<b>Current address:</b> Baku, Azerbaijan
<b>Birthplace:</b>	Baku, Azerbaijan	

### **PROFESSIONAL SUMMARY:**

I am a diplomatic, enthusiastic and friendly person who is confident and ambitious communicator with the willingness to learn and ability to adapt easily to new situations. Excellent communications skills relate to all levels of commercial and social contacts.

### **WORK EXPERIENCE:**

January 2024– till now

Khazar University

Position: Lecturer

August 2022 – November 2023

Caspian Event Organizers (CEO)

Position: HR Manager

February 2022 – April 2022

Zaman Insurance and Reinsurance Broker Company

Position: Business Development Manager

July, 2020 – till now

FNK Services and Consulting

Position: HR Director

November, 2019 – July, 2020

Caspian Event Organizers (CEO)

Position: Sales/Project Manager (Left due to the Pandemic)

February, 2017 – December, 2018

Teleport" LLC Telecommunication Company Head

of Marketing and Sales

Customer Relations Manager (Head of the Department)

December, 2015 – February, 2017

"Azmeta Consulting" LLC Operations

Manager

April, 2014 – December, 2015

HUAWEI Technologies Azerbaijan

Project Management Specialist

November, 2013 – April, 2014 Rocket

Internet Group of Companies Operations

Manager, HR Coordinator

August 2011 – August, 2013

Jones Lang LaSalle (Procter & Gamble) Facility

Manager (Customer service)  
May, 2008 – July, 2011  
"ISR Holding" LLC  
Executive assistant to General Manager

August, 2007 – May, 2008  
ISR Azeri Apart Business Centre  
(ISR PLAZA) FrontOffice  
Manager

September,  
2006 – August,  
2007 ParkInn  
Azerbaijan  
Hotel  
Business Centre and Conference Department

#### **EDUCATION:**

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2007	<b>Azerbaijan State Architecture and Construction University</b> Bachelor of Science (Economics and Management of Production and Service sectors) Department of Engineering Economy and Management
2012	
2020	<b>Azerbaijan State Architecture and Construction University</b> Master degree (Economics and Management of Production and Service sectors) Department of Engineering Economy and Management

#### **PROFESSIONAL SKILLS and CORE COMPETENCES:**

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**Languages:** Azerbaijani, Russian (fluent), English (Fluent) and Turkish (Fluent).

**Communication skills:** Good communication skills including tact and diplomacy, whether liaising with professionals, students or social contacts. Experience of handling queries and complaints in a calm and efficient manner. I am able to give clear concise information.  
Good internet research skills.

**Computer Literacy:** Advanced user of Microsoft Office Family Applications (MS Word, Excel, Access and etc.).

#### **TRAININGS:**

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- Certificate in Financial Accounting - ACCA Financial Accounting (F3) and Management Accounting (GRBS);
  - Accounting courses and 1C account program;
  - SAP;
  - First Aid courses (MediClub Baku);
  - English language Courses;
  - HSE Training in Ukraine;
  - Recruitment/staffing;
  - Benefits administration;
  - HRIS;
  - Interviewing;
  - Employee coaching;
  - Payroll administrating;
  - Performance management systems o Benefits administration;

Training programs development. o Statistical reportin