

# JABRAYILZADE SARVAN

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## Summary

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Results-oriented and decisive human resources specialist offering experience to deliver compliance, personnel communication and workforce programs. Flexible and focused with expertise in recruitment and retention, mediation, staff training and development and complex problem resolution. Develops and implements HR strategies and initiatives aligned with overall business strategy.

## Experience

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### **Adjunct lecturer** – 15.09.2023 -current **Khazar University, Baku**

- Teaching human resources management

### **Leading Human Resources Specialist** - 08.2020-Current **Central Bank of the Republic of Azerbaijan, Baku**

- *Researched and analyzed recruitment data to provide detailed statistical reports.*
- *Created and modified job descriptions within all departments. Engaged in data collection, identifying organizational needs and development solutions.*
- *Assisted with outreach and recruitment activities to acquire qualified talent, conducted employee hiring and exit interviews. Planned and conducted new employee onboarding.*
- *Managed Headhunt process for filling the positions with the relevant candidates.*

### **Senior Human Resources Specialist** – 01.2018 – 08.2020 **Ministry of Agriculture, Baku**

- *Partnered with senior leadership to establish and develop corporate and HR policies and procedures. Processed human resources requests. Resolved employee and managerial issues.*
- *Collaborated with department managers to monitor project progress. Developed and documented HR procedures to refine processes and drive compliance with policies.*
- *Developed training materials, manuals, procedures and visual aids to effectively achieve organizational goals. Conducted training needs assessments to identify individuals' current level of skill compared to required competency for position.*

### **Chairman of the board** – 10.2018 – 01.2020

### **“Agrarian Development Volunteers” Non-Profit Organization**

## **Education and Training**

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**University of Buckingham/International Business School - Vienna, Austria**  
**Master of Science: Management / Human resources management – 2016-2018**

**Baku State University – Baku, Azerbaijan**  
**Bachelor of Science: Social work and Sociology – 2012 - June 2016**

## **Skills**

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- Personnel engagement      HR policy/procedure
- Policies implementation      development
- Personnel recruitment      Project Planning
- Employee relations      Volunteer program management
- Project management

## **Languages**

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Azerbaijani – first language (native) English  
– Advanced

## **Activities and Honors**

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Member of Azerbaijan Human Resources Association

## **Certifications**

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ISO 9001:2015 Quality of Management Systems Certificate  
ISO 45001 Occupational Health and Safety Certificate  
ISO 19011 Guidelines for Auditing Management Systems