

# Sevinj Babazade



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## WORK EXPERIENCE

### Instructor at Khazar University

02/2023 – Present, *Baku, Azerbaijan*

### Leading Specialist at SOCAR Aparat Head Office

06/2018 - Present, *Baku, Azerbaijan*

#### Achievements/Tasks

- Managing information flow in a timely and accurate Manner.
- Systematization of official documents sent to the President's address.
- Official documents' translation from English and Russian languages.
- Forwarding documents to relevant structures and following the process to the end.
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters.

### Assistant Director

ATRONET LLC

07/2009 - 06/2018, *Baku, Azerbaijan*

#### Achievements/Tasks

- Ensuring the completeness and accuracy of contracts, including monitoring all related liabilities and third-party contracts
- Making ready invoices and monitoring the tender submission process for formatting, completeness, consistency, and compliance
- Ordering salary cards and processing employees' paychecks by collecting their payroll data and timesheets
- Preparing of vacations, business trips, dismissals and recruitment documents
- Performing minor accounting duties

## COMPUTER SKILLS

Microsoft Office

Excel

SQL

Data

Data Clearing

## EDUCATION

### English language and literature AZERBAIJAN UNIVERSITY OF FOREIGN LANGUAGES

09/2003 - 07/2007,

*Baku, Azerbaijan*

### E-Governance (Business Administration) AZERBAIJAN STATE UNIVERSITY OF OIL AND INDUSTRY (MBA)

09/2020 – 07/2022,

*Baku, Azerbaijan*

### Google Data Analytics Professional Certificate International Training and Project Center

09/2021 – 03/2022,

*Baku, Azerbaijan*

## LANGUAGES

English

*Full Professional/ Proficiency*

Russian

*Full Professional/ Proficiency*

Turkish

*Full Professional/ Proficiency*

## INTERESTS

SQL

Programming

Teaching