

Amina Galaychiyeva

Date of birth: 11/12/2003 | **Nationality:** Azerbaijani | **Sex:** Female | **Phone:** (+994) 508517180 (Mobile) | **Email:** galayciyevaamina@gmail.com | **LinkedIn:** <https://www.linkedin.com/in/aminaqalaychiyeva> |

Address: Nizami district, Jamsid Nakhchivanski street , AZ1002, Baku, Azerbaijan (Home)

ABOUT MYSELF

Equipped with strong problem-solving abilities, willingness to learn, and excellent communication skills. Poised to contribute to team success and achieve positive results. Ready to tackle new challenges and advance organizational objectives with dedication and enthusiasm.

EDUCATION AND TRAINING

09/2021 – 06/2025 Baku, Azerbaijan
BACHELOR'S DEGREE Khazar University, Chemical Engineering

Website <https://www.khazar.org/> | **Final grade** GPA: 87

LANGUAGE SKILLS

Mother tongue(s): **AZERBAIJANI**
Other language(s):


	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2
TURKISH	B2	B2	B2	B2	B2
GERMAN	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

SKILLS

Microsoft Office (Word , Excel and Power Point)

WORK EXPERIENCE

 **KHAZAR UNIVERSITY – BAKU, AZERBAIJAN**
LABORATORY TECHNICIAN – 25/09/2025 – CURRENT

- Perform chemical and physical testing of materials following established laboratory standards and safety procedures.
- Assist in maintaining laboratory instruments, ensuring accuracy, cleanliness, and compliance with calibration schedules.
- Support students and faculty during laboratory sessions by preparing reagents, setting up instruments, and explaining procedures.
- Contribute to continuous improvement of laboratory operations, focusing on safety, efficiency, and quality control.

INTERNSHIP

07/07/2025 – 07/09/2025
Process/Production Engineering Intern, Norm OJSC

- Gained practical knowledge of cement production processes, including raw material preparation, kiln operation, and final product quality control.
- Learned to monitor and analyze key production parameters such as temperature, pressure, and flow rates.
- Improved understanding of industrial safety standards, process optimization, and quality assurance techniques.

-Developed teamwork, technical communication, and reporting skills by working closely with experienced engineers in a real industrial environment.

14/03/2025 – 14/05/2025

Chemical Engineering Intern, Oil and Gas Projects Institute, SOCAR

- Gained hands-on experience with petrochemical substances, fuel gases, and various processing techniques used in the oil and gas industry.
- Assisted in laboratory measurements, substance extraction, and chemical analysis, enhancing knowledge of industry-standard analytical methods.
- Learned to operate lab instruments and follow safety protocols in a professional research environment.
- Improved skills in data interpretation, technical reporting, and collaboration with experienced chemical engineers.

08/08/2024 – 20/09/2024

Summer Intern, Water and Amelioration Scientific Research Institute

- Developed technical skills through hands-on experience with various laboratory equipment and techniques, increasing overall lab proficiency.
- Increased accuracy of experimental results by following established protocols and maintaining a clean laboratory environment.
- Prepared samples for analysis by performing complex sample preparation tasks.
- Prepared reagents and solutions following standard laboratory formulas and procedures.

02/2024 – 06/2024

Academic Projects and Reports

Report on Methanol Production: Market Strategies, Process Description, Economic Evaluation, and HAZOP Study.

Report on Ammonia Production: Market Strategies, Process Description, Economic Evaluation, and HAZOP Study.

09/2024 – 01/2025

.

Laboratory Research about "Determination of Cadmium in Water"

● **VOLUNTEERING**

09/2023 – 06/2024 Khazar University

Society of Petroleum Engineers (SPE), Officer of Chemistry team

- Assisted in organizing special events and educational programs related to Chemical Engineering and other scientific fields.
- Supported smooth-running and engaging events through effective planning and coordination.
- Gained valuable knowledge from field trips and mentorship from professional engineers.

09/2024 – CURRENT Khazar University

Society of Petroleum Engineers (SPE), Team leader of Chemistry team

- Led the Chemical Team in planning and executing educational activities and outreach events.
- Coordinated numerous seminars, courses, competitions, and other events with my team, ensuring effective planning and successful execution.
- Deepened understanding of real-world chemical engineering through close interaction with engineers and field experiences.

● **CERTIFICATIONS**

2023

Member certificate (Officer of Chemistry team), Society of Petroleum Engineers

2024

Member certificate(Team leader of Chemistry team), Society of Petroleum Engineers

2024

Introduction to Entrepreneurship, Sabah Academy

2024
Participation certificate (The University Demo Day competition), Sabah Academy

2024
Renewable energy resources, Coursera

● **SOFT SKILLS**

Skills

- Problem-Solving
- Attention to Detail
- Team motivation
- Time Management
- Effective Communication
- Self Motivation