

PERSONAL INFORMATION

Nigar Mammadova Maharramli



+994 12 422 52 58, +994 12 421 10 93 (ext 232)

nigar.mammadova@khazar.org

WORK EXPERIENCE

04/10/2017–01/08/2018	The Registration and Records Office assistant Khazar university, Baku (Azerbaijan)
01/09/2020-01/02/2022	Dean Assistant School of Humanities, Education and Social Sciences, Khazar University
01/02/2022-present	Instructor - Education Department, Khazar University
01/02/2022-01/09/2022	Assistant to the Life science Department, Khazar University
01/10/2022-05/01/2023	Dean Assistant School of Science and Engineering, Khazar University
05/01/2023-present	Coordinaor School of Science and Engineering, Khazar University

EDUCATION AND TRAINING

2012–2017	Bachelor Degree, Chemistry and Biology Teacher. Khazar University, Baku (Azerbaijan)
2019-2021	Master Degree, Social Pedagogy, Azerbaijan State Pedagogical University, Baku (Azerbaijan)
21.10.2019-31.10.2019	“Loqopediya və Defektologiyanın nəzəri-praktik əsasları” üzrə təlim Azerbaijan State Pedagogical University
16.02.2020-04.07.2020	Silent Communication “Azerbaijani Sign Language” course
10.08.2020-14.08.2020	“İnküliziv siniflərdə təlim strategiyaları” üzrə təlim Azerbaijan State Pedagogical University
17.08.2020-21.08.2020	“Sinfin idarə olunması” üzrə təlim, Azerbaijan State Pedagogical University

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B1	B1
Russian	C1	C1	C1	C1	B2
Turkish	C1	C1	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Excellent communication skills,
Excellent verbal and written communication skills
Strong active listening and interpersonal abilities
Able to explain complex ideas in a simple and engaging way
Clear communicator in fast-paced, team-based environments

Job-related skills Able to interact with all ages,
Supportive and problem solving skills
Scheduling and calendar management
Filing and record-keeping
Team collaboration and cross-department coordination
Ability to work under pressure
Fast learner and adaptable to new systems
Process improvement and efficiency planning Compliance with workplace policies and procedures.

Digital skills good command of Prezi online software tools
Proficiency in Microsoft Office (Word, Excel, PowerPoint)
Time management and task prioritization
Quality control and attention to detail.