




PERSONAL INFORMATION

Parvana Karimli



 Baku (Azerbaijan)
 (+994)124225258
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POSITION **Administrative secretary**

WORK EXPERIENCE

- 1 Nov 2014–31 Jan 2015 **Computer assistant(Volunteer)**
ANAS
- 1 Jul 2016–1 Aug 2016 **Summer Practice**
SINAM
- 11 Feb 2017–1 Jul 2017 **Laboratory**
Khazar University, Baku (Azerbaijan)
- 1 Sep 2017–Present **Administrative secretary**
 - Preparing timetable for semester, midterm and final exams
 - Provide administrative support
 - Receive and direct internal and external phone and e-mail inquiries
 - Maintain and create general files and records, including archival information
 - Organising and maintaining diaries and making appointments;

EDUCATION AND TRAINING

- 15 Sep 2012–31 Jan 2017
Bachelor degree

University : Khazar University
Qualification : Computer Science(GPA 81/100)
- 1 Oct 2012–31 Jan 2013
The Tafakkul Society of the Republic of Azerbaijan (Certificate BTEM №_313012601)

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Foreign language(s)

UNDERSTANDING	SPEAKING	WRITING
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	Listening	Reading	Spoken interaction	Spoken production	
English	A1	A1	A1	A1	A1
Italian	A1	A1	A1	A1	A1
Turkish	B1	B1	B1	B1	B1

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 good communication skills gained through my experience as dean's assistant

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user			

Digital skills - Self-assessment grid

- Microsoft Office TM (Word, Excel, Access, Outlook, PowerPoint)
- Design Programs (Photoshop, Adobe Illustrator, Adobe Flash)

ADDITIONAL INFORMATION

Honours and awards Dean 's Honor List