



# Naila Ibadova

---

---

## CONTACT

Sabunchu District,  
Khanlar street 21,  
Baku City

+994556964319

naila.ibadova@khazar.org

---

## SKILLS

- Good At Time Management
- Ability To Work Under Pressure
- Have Good Communication Skills
- Positivity
- Self-motivation
- Problem - Solving
- Classroom management
- Audio-lingual techniques
- Educational administration
- Fluent English
- Conversational English

---

## WORK HISTORY

**Administrator** 07/2020 - 09/2021  
**Rish Medical - Baku, Azerbaijan**

- Provided comprehensive training to internal and off-site users to optimize systems maintenance and resolve recurring issues.
- Mentored and trained new staff to build highly-productive group.
- Managed onboarding and offboarding of employees.
- Completed reports detailing network and systems performance, costs and downtime issues.
- Worked with users to determine areas of technology in need of improved usability.
- Developed programs to integrate and update software products and improve system compatibility.
- Coached and mentored employees and offered constructive feedback for performance improvement.
- Kept software licenses current for computers and mobile devices.
- Translated contracts from English

---

## EDUCATION

**Master of Arts: Linguistics, 09/2021**  
**Khazar University - Baku**

- Dissertation: Linguistic Politeness in the Selected Works of Jonathan Swift

**Bachelor of Arts: Education, 06/2019**  
**Azerbaijan University of Language - Baku**

- Majored in English Teacher