

CONTACT

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136 Mahammad Hadi street, Baku, Azerbaijan


SKILLS

Microsoft Office (Word, Excel, Powerpoint, Outlook)
Zoom
Presentations and proposals
Team management
Time management
Operations management
Leadership

EDUCATION

- MA in Education Management**
King's College London
2023-2024
Graduated with Merit
- MBA in Human Resources Management**
Azerbaijan State University of Economics
2021-2023
- BA in Teaching English as Foreign Language**
Azerbaijan University of Languages
2017-2021
Graduated with distinction
GPA: 94.5 out of 100

LANGUAGES

Azerbaijani 
English 
Turkish 
German 
Russian 

ACCOMPLISHMENTS

- State Program for the Education of Youth at Prestigious Universities of Foreign Countries for 2022-2026 Scholarship, Azerbaijan State Ministry of Science and Education, 08/22/2023
- SABAH Scholarship, Azerbaijan State Ministry of Science and Education, 09/15/2018

PROFILE

Education specialist with international experience in teaching, strategic planning, and policy development. Currently a Strategic Planning and Analysis Specialist at the Ministry of Science and Education of Azerbaijan and an Adjunct Instructor at Khazar University. Holding an MA in Education Management from King's College London (Merit), an MBA in Human Resources, and a BA in English Language Teaching, I combine academic insight with practical expertise in data analysis, policy evaluation, and institutional development. TESOL and TKT-certified and committed to advancing education through leadership, innovation, and strategy.

WORK EXPERIENCE

Adjunct Instructor

Khazar University 09.2025 - current

- Teaching Speaking and Listening courses to undergraduate students, focusing on developing fluency, pronunciation, active listening, and critical thinking skills in academic and real-world contexts.
- Designing and delivering interactive, communicative lessons that encourage student engagement and confidence in oral expression.

Strategic Planning and Analysis Specialist

Azerbaijan State Ministry of Science and Education 02.2025 - current

- Preparing periodic reports on the monitoring and evaluation of Strategic Roadmaps, programs, decrees, and assigned tasks, and submitting them accordingly.
- Planning report preparation and contributing to the development of relevant databases.
- Drafting and submitting necessary inquiries for report preparation.
- Analyzing received data and providing recommendations to relevant departments when needed.
- Assisting in the preparation of non-periodic reports required for government institutions.
- Coordinating and responding to inquiries from internal departments and external organizations.

Guest Services Specialist

COP29 (Baku, Azerbaijan) 10.2024-11.2024

- Overseeing GSE operations and volunteer training support
- Supervising and motivating volunteers
- Managing volunteer well-being and schedules
- Escalating major issues to the GSE coordinator
- Leading daily briefings and ensuring performance alignment

EFL Teacher

Alpadia Language Schools by Kaplan International (Brighton, United Kingdom) 06.2024-08.2024

- Creating a safe, engaging learning environment aligned with Alpadia's syllabus.
- Adapting lessons to meet objectives, student needs, and cultural backgrounds.
- Managing the classroom, resources, and student feedback effectively.
- Engaging in staff meetings, development, and reflective teaching.
- Encouraging full English immersion in the classroom.

Vice-President

King's College London Azerbaijan Society (London, United Kingdom) 01.2024 - 08-2024

- Planning and executing cultural, academic, and social events to promote Azerbaijani culture.
- Leading a team, ensuring coordination and task delegation.
- Building stakeholder relationships and representing the society at KCL.
- Managing administration, budgets, and logistics.
- Advocating for the society's mission and addressing challenges diplomatically.

VOLUNTEERING

- Baku City Circuit, 05/2021, Baku
- European Youth Olympic Festival, 07/2019, Baku
- Azerbaijan State Paralympic Committee, 05/2019, Baku
- Baku City Circuit, 04/2019, Baku
- Woman and Child Asylum, 01/2019, Baku

TRAININGS and COURSES

- TKT certification, 09/2025
- TESOL certification by Arizona State University, 01/2025
- Consent Matters and Training by King's College London, 08/2023
- HR Academy by Business and Development Center, 01/2023, 03/2023, Baku
- IELTS certification - C1, 09/2022
- ÖSD certification by International Language Center, 02/2021
- Academic Writing Training by Azerbaijan University of Languages, 09/2019 - 01/2020, Baku
- Grammar and Punctuation Training by University of California, 06/2020
- Teacher Training by Azerbaijan Teacher Development Centre, 02/2020, Baku

Mathematics Instructor

CELT Colleges (Baku, Azerbaijan)

01.2022 - 09.2023

- Delivering rigorous and comprehensive instruction in Advanced Functions, Pure Math (A-level), and Calculus, fostering deep understanding and mastery of mathematical concepts among high school students.
- Implementing differentiated teaching strategies to accommodate diverse learning styles and abilities, ensuring all students are challenged and supported to reach their full potential.
- Demonstrating a track record of success, with students consistently achieving high grades and demonstrating proficiency in Advanced Functions and Calculus concepts.
- Employing diagnostic assessments to tailor personalized study plans, resulting in significant SAT score improvements. Tracked student progress, providing targeted feedback and guidance to optimize performance, yielding consistently high scores such as 1400-1540.

English Language and Speaking Instructor

CELT Colleges (Baku, Azerbaijan)

07.2021 - 09.2023

- Facilitating dynamic and interactive English language and speaking lessons, utilizing communicative and student-centered approaches to enhance language proficiency and confidence.
- Creating a supportive and inclusive learning environment where students feel comfortable practicing speaking, listening, and engaging in authentic communication tasks.
- Tailoring lesson plans and activities to meet the diverse needs and learning styles of students, incorporating real-life contexts and multimedia resources to enrich the language learning experience.

English Language Instructor

Landau School (Baku, Azerbaijan)

01.2021 - 05.2021

- Facilitating engaging and interactive English language instruction for secondary school students at Landau School, focusing on developing proficiency in speaking, listening, reading, and writing skills.
- Designing and implementing creative lesson plans and activities tailored to the needs and interests of adolescent learners, promoting active participation and fostering a supportive learning environment.
- Demonstrating effectiveness in improving students' English language abilities, evidenced by notable advancements in comprehension, fluency, and overall language proficiency among secondary school students at Landau School.

Office Manager

Global Learning and Development Partners (Baku, Azerbaijan)

09.2019 - 12.2019

- Spearheading office operations, managing administrative tasks, scheduling, and resource allocation to uphold efficiency and productivity standards.
 - Leading a team of administrative professionals, offering guidance and support to ensure cohesive collaboration and effective task execution.
 - Implementing streamlined processes and protocols, enhancing organizational efficiency and optimizing resource utilization for improved overall performance.
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