

NARMIN HASANOVA

EDUCATION MANAGEMENT | ACADEMIC ADMINISTRATION | PROJECT COORDINATION

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PROFILE

Master's student in Training and Education Management with experience in academic administration and departmental coordination at Khazar University. Organized, responsible, and detail-oriented, with an interest in education management, project coordination, and administrative work. Experienced in supporting academic activities, preparing documents, coordinating information, and communicating with faculty members and visitors.

EXPERIENCE

Coordinator-Assistant

Department of History and Archaeology, Khazar University

2026 – Present

- Support daily administrative and academic activities of the department.
- Assist with document preparation, information organization, and internal communication.
- Coordinate routine tasks and provide administrative support to faculty members.
- Support the preparation and sharing of departmental announcements and academic information.

Volunteer

DOST Agency No. 4

2023 – 2024

- Supported citizen services and day-to-day administrative activities.
- Communicated with visitors and assisted with routine organizational tasks.

Volunteer

Institute of Archaeology and Anthropology, ANAS

2023 – 2024

- Supported museum and exhibition activities.
- Prepared and delivered an English-language museum tour for foreign visitors.
- Provided information about Bronze Age artifacts and the museum exhibition.

EDUCATION

Master's Degree Candidate

Organization of Training and Education

Azerbaijan State Pedagogical University

2025 – 2027

Bachelor's Degree

History Teaching

Khazar University

2021 – 2025 | GPA: 91/100

PROFESSIONAL SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- SPSS
- Administrative Support
- Academic Coordination
- Document Preparation
- Communication & Organization

LANGUAGES

- Azerbaijani — Native
- English — B1
- Russian — A2

CAREER FOCUS

Education management • Academic administration • Project coordination • Institutional support