



Rahimakhanim Hasanova

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ABOUT ME

Responsible and attentive individual with experience in basic administrative tasks such as scheduling, correspondence, and meeting coordination. Comfortable using common office tools and committed to completing tasks on time and with care. Values clear communication and collaboration, with a willingness to learn and grow in office and academic coordination. Demonstrates reliability and a practical approach to task management. Interested in developing further in administrative work and contributing to efficient team outcomes.

WORK EXPERIENCE

KHAZAR UNIVERSITY, FACULTY OF HUMANITIES, EDUCATION AND SOCIAL SCIENCES – BAKU, AZERBAIJAN

ACADEMIC AFFAIRS COORDINATOR – 01/05/2024 – CURRENT

- Responded to student inquiries and provided guidance on academic issues, ensuring timely and effective support;
- Coordinated the preparation and implementation of class schedules for each academic term in collaboration with faculty members;
- Designed and managed examination schedules, maintaining alignment with institutional policies and academic calendars;
- Supervised the organization and smooth execution of midterm and final examinations, including room assignments and invigilator coordination;
- Monitored classroom and exam procedures to ensure adherence to academic standards and university regulations;
- Collaborated with department heads and administrative staff to address academic and operational challenges;
- Maintained accurate academic records and contributed to internal reporting and documentation processes;
- Participated in planning meetings and provided administrative support for academic events and departmental initiatives.

EDUCATION AND TRAINING

15/09/2023 – 04/07/2025 Baku, Azerbaijan

MASTER'S DEGREE Khazar University

- Mastering both quantitative techniques (e.g., statistical analysis, surveys) and qualitative approaches (e.g., case studies, interviews) to gather and analyze data in international relations research.
- Attending sessions featuring guest speakers, diplomats, and experts from academia, government, and international organizations to expand professional networks.
- Engaging in multicultural classrooms where students from various countries and cultural backgrounds share perspectives, experiences, and insights on global issues.

Field of study International Relations and Diplomacy | **Final grade** Cum Laude |

Thesis The position of American Orientalists on the Israel-Palestine conflict in the 21st century

15/09/2019 – 20/06/2023 Baku, Azerbaijan

BACHELOR'S DEGREE The Academy of Public Administration under the President of the Republic of Azerbaijan

- Studying the key theoretical frameworks and concepts used to analyze international relations
- Learning about diplomatic practices, negotiation techniques, and conflict resolution strategies in international affairs.
- Understanding the principles and norms of international law governing state behavior, human rights, humanitarian law, and international treaties.

- Conducting in-depth research and analysis of international issues, using qualitative and quantitative methods.
- Enhancing critical thinking abilities to evaluate complex international problems and propose solutions.

Field of study International Relations | **Final grade** Cum Laude |

Thesis "Radical Islam as an International Terrorism Factor in the Middle East"

● LANGUAGE SKILLS

Mother tongue(s): **AZERBAIJANI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	B2	B2	C1
RUSSIAN	C1	C1	B2	B2	B2
TURKISH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● INTERNSHIPS

25/02/2024 – 30/04/2024

International Affairs Office of Khazar University

- Help organize and facilitate international student engagement events and activities
- Support the coordination of international collaboration efforts, including research on potential partners and maintaining communication with existing partners.
- To acquire comprehensive knowledge about migration policies and resources that assist international students
- Develop skills in cross-cultural communication, event coordination, and project management within an international context.
- Adaptability and willingness to learn in a dynamic and fast-paced environment.

16/02/2023 – 30/05/2023

Center of Analysis of International Relations (AIR Center)

- Search for source materials for analytical papers;
- Collect and summarize relevant literature and sources, and prepare literature reviews;
- Help in proofreading, fact-checking, and editing;
- Contribute to the writing and preparation of papers (analysis, reports, updates, etc.);
- Research, monitor, and document developments related to specific issues;
- Contribute to creating news briefs and bulletins;
- Assist in the planning and implementation of AIR Center's events;
- Complete duties and tasks assigned by the supervisor.

● TRAININGS

23/02/2023 – 01/06/2023

"Introduction to Entrepreneurship", SABAHAcademy

During the training, I found the exploration of entrepreneurship to be incredibly enlightening. Delving into the entrepreneurial mindset allowed me to understand the unique perspective and qualities required to succeed in this field. Identifying and evaluating opportunities taught me to recognize potential areas for innovation and growth. Learning about business plans provided insights into strategic thinking and the importance of clear goals and execution strategies.

● CONFERENCES AND SEMINARS

30/05/2025 – 31/05/2025 Khazar University (Neftchilar Campus). 41 Mehseti, Baku, Azerbaijan

Khazar University Forum 2025: Navigating Sovereignty in the Digital Age

Assisted in the planning and coordination of an international academic forum focused on digital sovereignty, artificial intelligence, and technological governance. Supported communication with invited speakers and participants,

contributed to logistical arrangements including venue setup, scheduling, and documentation. Collaborated with faculty organizers and university staff to ensure smooth event execution. Gained hands-on experience in academic event organization and stakeholder coordination.

19/02/2025 – 20/02/2025 Khazar University (Neftchilar Campus). 41 Mehseti, Baku, Azerbaijan

Khazar Talks academic seminar on the Geopolitics of Technology

Participated in the first academic seminar of the Khazar Talks series, focused on the intersection of artificial intelligence and international politics under the theme “Geopolitics of Technology.” Engaged with lectures delivered by leading scholars including Dr. Gloria Özdemir (SETA) and Prof. Erman Akıllı (Hacı Bayram Veli University), covering topics such as AI in international relations, technopolarity, and regional security. Gained insight into the evolving role of technology in global affairs and contributed to academic discussion with students, faculty, and international experts.