



## Gulban Rahimli

**Home** : Baku, Azerbaijan

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**Gender**: Female **Date of birth**: 10/09/2001 **Nationality**: Azerbaijani

### ABOUT ME

Skilled multitasker and coordinator. Reliable team player.

### EDUCATION AND TRAINING

[ 15/09/2018 – 30/06/2022 ]

#### Bachelor's degree in Regional Studies

*Azerbaijan University of Languages* [adu.edu.az](http://adu.edu.az)

**City**: Baku

**Country**: Azerbaijan

[ 15/09/2022 – Current ]

#### Master's in International Relations and Diplomacy

*Khazar University* [khazar.org](http://khazar.org)

**City**: Baku

**Country**: Azerbaijan

### LANGUAGE SKILLS

**Mother tongue(s)**: Azerbaijani

**Other language(s)**:

#### English

LISTENING C1 READING B2 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION B2

#### Norwegian

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

#### Russian

LISTENING A2 READING A2 WRITING A1

SPOKEN INTERACTION A2

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

### VOLUNTEERING

[ 01/08/2021 – 01/09/2021 ]

#### "Migration Volunteer" PublicUnion Baku, Azerbaijan

- Used strong interpersonal communication skills to convey information to others.
- Met with other volunteers and program leaders to discuss new service opportunities.
- Supported engaging, fun and smooth-running events by helping with organization and planning.

[ 01/06/2021 – 01/08/2021 ] **"AVMVIB"** Sumgayit, Azerbaijan

- Greeted visitors and helped them either find the appropriate person or schedule an appointment.
- Type documents such as correspondence, drafts, memos, and emails.

## WORK EXPERIENCE

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[ 01/06/2021 – 01/08/2021 ]

### Intern

#### ***State Social Protection Fund***

**City:** Sumgayit

**Country:** Azerbaijan

- Interacted with citizens and listened their problems, questions in-person to provide information and guide them.
- Learned how to assess citizens' appeals and how the system works.
- Developed computer proficiency, collaboration, communication, attention to detail, time management skills.
- Compiled paperwork to support department.

[ 10/02/2022 – 20/05/2022 ]

### Intern

#### ***Embassy of Islamic Republic of Pakistan***

**City:** Baku

**Country:** Azerbaijan

- Perform assigned tasks with full accuracy.
- Collaborate with colleagues to prepare projects.

[ 01/12/2022 – 01/09/2023 ]

### Dean's assistant

#### ***Khazar University, School of Humanities, Social Sciences and Teaching***

**City:** Baku

**Country:** Azerbaijan

[ 01/09/2023 – Current ]

### Coordinator

#### ***Khazar University, School of Humanities, Social Sciences and Teaching***

**City:** Baku

**Country:** Azerbaijan

## CERTIFICATES

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[ 11/12/2021 – Current ]

### IELTS - Overall band score 7.5

**Link:** [https://mail.google.com/mail/u/1/popout?](https://mail.google.com/mail/u/1/popout?ver=1g3ytthb29lwb#attid%3Datt_17e5de5c63e0128f_0.1_5bfd9af3_985d2216_ac12a497_976093f5_39e610cd%252FIMG_20220115_0001.jpg)

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## DIGITAL SKILLS

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Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced