







PERSONAL INFORMATION

Alisahib Amiraslan

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Sex Male | Date of birth 01/01/1995 | Nationality Azerbaijani

EDUCATION AND TRAINING

01/09/2012–31/05/2016	Tourism and Hospitality Azerbaijan Tourism and Management University, Baku (Azerbaijan)	Bachelor's degree
10/01/2020–28/07/2021	Global Marketing Marmara University, Istanbul (Turkey)	Master's degree

PERSONAL SKILLS

Native language(s) Azerbaijani

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
Turkish	C1	C1	C1	C1	C1
German	B2	B2	B2	B2	B2

Digital skills

- **Microsoft Office** (MS Word, MS Excel, MS PowerPoint, MS Outlook)
- **Photoshop**
- **WordPress**
- **Html5** (Hyper Text Markup Language)
- **Css3** (Cascade Style Sheet)
- **JavaScript**
- **Jquery**
- **React**
- **Sass/Scss**
- **Git Bash / GitHub**
- **Bootstrap**
- **Swipper**
- **Aos**
- **Facebook** (Business Suite and Business Manager)
- **Instagram** (Business Suite and Business Manager)
- **Google** (Google Ads, Google Analytics, Tag Manager, Search Console)
- **SEO** (Search Engine Optimization)

WORK EXPERIENCE

28/10/2020–03/10/2021

Reception

“Bossuite Business Kadıköy, İstanbul (Turkey)”

My Job responsibilities are greeting and welcoming guests and providing them with a positive first impression of the organization; Directing guests and answering their questions; Maintaining security and telecommunications systems; Complying with procedures, rules, and answering the telephone; taking and relaying messages; providing information to callers Providing administrative and clerical support; Preparing letters and documents; Receiving and sorting mail and packages and etc.

13/12/2019–15/10/2020

Reception

“Bossuite Business Maltepe, İstanbul (Turkey)”

My Job responsibilities are greeting and welcoming guests and providing them with a positive first impression of the organization; Directing guests and answering their questions; Maintaining security and telecommunications systems; Complying with procedures, rules, and answering the telephone; taking and relaying messages; providing information to callers Providing administrative and clerical support; Preparing letters and documents; Receiving and sorting mail and packages and etc.

10/08/2018–01/08/2019

Front Office Manager

“New Baku Hotel, Baku (Azerbaijan)”

My Job responsibilities are Direct operations at the front desk and ensure customer service meets our high standards for guest satisfaction; Hire, train, and supervise front office employees, ensuring they provide excellent guest services and enforce hotel policies;

Interact with customers both in person and over the phone, assist with inquiries, and mitigate any guest complaints; Handle the front desk budget and order office supplies as needed;

01/05/2018–15/08/2018 **Restaurant Manager**

“Dalga Beach Aquapark, Baku (Azerbaijan)”

Ensuring incoming staff complies with company policy; Training staff to follow restaurant procedures; Maintaining safety and food quality standards; Keeping customers happy and handling complaints; Organizing schedules; Keeping track of employees' hours; Recording payroll data; Ordering food, linens, gloves and other supplies while staying within budget limitations and etc.

Communication skills

- Ability to Verbally Communicate with Persons Inside and Outside the organization
- Ability to Make Decisions and Solve Problems
- Ability to Obtain and Process Information
- Ability to Plan, Organize and Prioritize Work
- Excellent communication skills
- Ability to work under pressure and minimal supervision
- Ability to prioritize and remain focused on the essence of an issue

ADDITIONAL INFORMATION

Certifications

1. **Fundamentals Of Digital Marketing, ([Google Digital Garage](#))**
([Google Digital Garage](#) certificate program lasting 40 hours)
2. **Google Ads Search Certificate, (Google)**
([Google](#) certificate program lasting 4 hours)
3. **Google Ads, ([Istanbul Business Institute](#))**
([Google AdWords](#) certificate program lasting 22 hours)
4. **WordPress, ([Istanbul Business Institute](#))**
([WordPress](#) certificate program lasting 22 hours)
5. **Html5 and Css3, ([Istanbul Business Institute](#))**
(Html5 and Css3 certificate program lasting 22 hours)
6. **JavaScript, ([Istanbul Business Institute](#))**
(JavaScript Programming Language certificate program lasting 22 hours)
7. **SEO (Search Engine Optimization), (Udemy)**
([SEO](#) certificate program lasting 9 hours)

