

CURRICULUM VITAE

Name, Surname: **Kamran Shikhaliyev**
Date of Birth: 1981
Citizenship: Azerbaijan
Marital Status: Married
Languages Skills: Azeri, Russian (native);
English (good);
Turkish (good in oral).



CONTACT:

Mobile: (+994 55) 708 66 36
E-mail : shikhaliyev@mail.ru

WORK EXPERIENCE :

COMPANY: **“ATRABANK” OJSC (Baku, Azerbaijan)**

2005 - 25/04/2011 ***Head of POS-terminals and Marketing Division***

“ATABANK” OJSC (Baku, Azerbaijan)

25/04/2011 - 12/04/2016 ***Head of Products and Payment Systems Division,
Deputy Director of Bank Cards and Electron Services Department***

“ATABANK” OJSC (Baku, Azerbaijan)

12/04/2016 - up to now ***Head of Products and Payment Systems Division,
Bank Cards and Electron Services Department***

The job holder is responsible for :

- Taking an active participation in control and monitoring of plastic cards business: issuing, acquiring;
- Co-ordination with the international payment systems, international organizations and the companies, rendering accompanying services, bonus and loyalty programs, Priority Pass, IAPA; Conducting the correspondence with appropriate Managers;
- Monitoring and control of invoices, reports, notices and information materials from MasterCard and Visa, analysis and representation to the Management of Bank;
- Taking part in preparation of new projects, products, plans and forecasts to the Bank's Management;
- Work with the remote application "Telescope" (OpenWay4), tracking of ATM's, POS-terminals and the issued cards, carrying out various authorized operations (unblocking of the PIN, change of the card status, authorization of the blocked amounts, authorization of credit limits, etc.);
- Preparation and leading the trainings and seminars for branches' staff; Participation in preparation of materials and presentations for Bank's Management, branches and sections;
- Taking part in submitting mandatory monthly and quarterly reports to payment systems MasterCard International and Visa International, to the Bank's Management and Central Bank of Azerbaijan Republic;
- Experience in management of more than 25 000 cards, 20 000 POS-terminals and 80 ATMs;
- Participation in Bank's tariff policy development;
- Experience of carrying out of meetings, conferences, forums and etc.

ACADEMIC DETAILS:

University: ***Dagestan State University, Makhachkala, RF.***
Period: 1998 - 2003
Faculty: Finances & credit
Qualification : Economist, Specialist's degree

2003 – 2004 Military Service

Kamran Shikhaliyev _CV

University: *Moscow State Regional University, Moscow, RF.*
Period: 2011 - 2013
Faculty: Management, "Project Management" Master's degree program
Qualification : Economist, Master's degree

TRAINING COURSES:

12 March - 13 March 2008	Certificate of Azerbaijan Bank Training Centre "Plastic Cards Operations" course
2007 – 2008, Jan. 2010 – March 2010	EF Course Diploma of the EF ENGLISH FIRST school English Language course, Level 10
November 2010 - Jan. 2011	Certificate of AzeriConsultingService LLC / "Accounting" course
10 March - 11 March 2011	Certificate of Azerbaijan Bank Training Centre / "Retail Banking" course
10 April 2011	Certificate of ISET (International School of Economics at Tbilisi State University), 1st Place Award Certificate Student Conference of the ISET 2011 Economics Olympiad, essay presentation
4 February - 5 February 2013	Certificate of Visa Business School, Visa Inc. The Business of Fraud Risk Management Training
15 Nov. 2012 – 04 April 2013	Certificate of GRBS / English Language course, Intermediate Level
14 May - 15 May 2013	Certificate of Azerbaijan Bank Training Centre / "Customer Retention" course
3 February - 7 February 2014	Certificate of Visa Business School, Visa Inc. / Visa First Workshop
13 March - 14 March 2014	Certificate of Azerbaijan Bank Training Centre "Payment Systems (SWIFT, AZIPS, XOHKS, KOMIS and others)" course
30 September 2014	Certificate of GUARCCCESS LLC "Effective Sales Technologies and Client Communications in Promoting and Implementing Card Products for Corporate Clients" course
26 – 27 January 2015	Certificate of Visa Business School, Visa Inc. / Card Profitability Workshop
08 June - 09 June 2015	Certificate of Azerbaijan Bank Training Centre "Anti-Money Laundering Measures" course
12 September 2015	Certificate of IELTS / IELTS Overall Band Score 5.5 / CEFR Level B2
23 December 2015	Certificate of Visa Business School, Visa Inc. Boost Your Authorization Approval Rates, Customer Satisfaction and Profitability
28 January 2016	Certificate of Visa Business School, Visa Inc. Understanding Visa Claims Resolution
16 February 2016	Certificate of Visa Business School, Visa Inc. Diving Into Visa Billing Statements
18 February 2016	Certificate of Visa Business School, Visa Inc. Visa Debit Product Manager Certification Program

COMPUTER LITERATE:

Windows & MS Office; Internet Explorer; Outlook Express;
Progress, GNI, Telescope-Way4 (Banking Programs)

PERSONAL QUALITIES:

Hard working – Quick learner – Easily adapting to new environment.
Ability to work in team.

INTERESTS:

Sport: football, run in the mornings, swimming. / Music: Pop, Jazz , Classic.

REFERENCE:

Available upon request