

# CURRICULUM VITAE

## AHMADOV ISMAIL




### INFO

Date of birth:	July 16, 1994
Address:	Qizilqum block, home 5/5, Sumgait, Azerbaijan
Phone:	+994 50 3515204
E-mail & LinkedIn:	<a href="mailto:ahmedovismayil@gmail.com">ahmedovismayil@gmail.com</a> <a href="https://www.linkedin.com/in/ahmedov-ismayil-741387106">https://www.linkedin.com/in/ahmedov-ismayil-741387106</a>

### Objective

With business administration background currently looking for being a part of company that indulges professional growth which provides challenging and rewarding career while allowing me to utilize my financial knowledge and skills.

### JOB EXPERIENCES

2017-actually	<b>Unibank OJSC – 2017</b> <i>Specialist at Treasury Transaction Settlements department</i>
2015	<b>Daniz Travel</b> <i>Incoming tour manager and tour guide</i>
2014-2015 (seasonal)	<b>Qafqaz Baku City Hotel, Rixos Quba</b> <i>Supervisor at the Food and Beverage department</i>
2012-2014	<b>Four Seasons Hotel Baku</b> <i>Head houseman at the Food and Beverage department</i>
 <b>NOTE</b>	
<p>During all my job activities briefly I took part an active role accounting of financial operations and providing with balance of payments (income and expenditure) for local financial institutions such as Central Bank of Azerbaijan Republic, Financial Markets Supervision Chamber, National Fund for Entrepreneurship Support.</p> <p>I also obtain basic information about budget deficit, budget balance, analysis and financial accounts. In addition to all these, I have got some attitudes and behaviours like managing staff, leadership, ability to work irregular hours very good communication and strong interpersonal skills with both of guest and staff, attraction of new clients from my tourism qualifications.</p>	

### EDUCATION

master	2016 – actually <b>GPA- 81.45</b>	<b>Baku Engineering University (BEU) Khirdalan, Azerbaijan</b> <i>Speciality: Business Administration and Management (MBA in english)</i>  <u>Relevant courses:</u> Operations Management, Managerial Economics, Corporate Finance, Financial Accounting, Human Resources, Organizational Behaviour
bachelour	2011 – 2015 <b>GPA- 78.01</b>	<b>Baku State University (BSU) Baku, Azerbaijan</b> <i>Speciality: Tourism and Hotel Management (in azerbaijanian)</i>  <u>Relevant courses:</u> Microeconomics, Advanced Mathematics, Business English

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<i>Languages</i>		<i>Technical skills</i>	
		<i>Proficient</i>	<i>Fundamental/Basic</i>
<b>Azerbaijani</b>	<i>native or bilingual proficiency</i>	<i>Excel</i>	<i>Amadeus</i>
<b>English</b>	<i>professional working proficiency</i>	<i>Word</i>	<i>Micros POS</i>
<b>Russian</b>	<i>basic proficiency</i>	<i>PowerPoint</i>	<i>Opera PMS</i>
<b>Turkish</b>	<i>full professional proficiency</i>	<i>Outlook</i>	<i>Fidelio Suite 8</i>
<b>French</b>	<i>beginner</i>	<i>Adobe Photoshop</i>	<i>Access</i>

## Awards and Recognitions

- **1<sup>st</sup> place** in Baku State University Debate Forum (2013)
- **2<sup>nd</sup> place** in Republic Logic Knowledge Contest (2009)

<b>TRAININGS</b>	<b>Training about “Asset Management”</b> <i>Lecturer: Konul Jafarova (1<sup>st</sup> grade accountant specialist of Unibank OJSC)</i>
	<b>Training about “Corporate Business Management”</b> <i>Lecturer: Farid Hajiyevev (2<sup>nd</sup> grade specialist of Unibank OJSC)</i>
	<b>Training about “Human Resources Management”</b> <i>Lecturer: Ercan Ergonen (Assistant manager of HR at Four Seasons Hotel Baku)</i>
	<b>Training about “Hygiene rules”</b> <i>Lecturer: Ozgur Boz (Outlet manager in Four Seasons Hotel Baku)</i>
	<b>Training about “Professional Ethics”</b> <i>Lecturer: Chamshid Zeynalov (F&amp;B manager in Qafqaz Point Hotel)</i>
	<b>Training about “Time Management”</b> <i>Lecturer: Babek Bayramov ( founder of NLP Master Training Center)</i>

## OTHER INFORMATIONS

- ❖ *Flexible & Adoptable, able to work well individually and within a team*
- ❖ *The ability to perform under pressure and deliver to challenging timescales*
- ❖ *Can interact with all levels of staff including senior management*
- ❖ *Ability to handle confidential information, attention to details*

## Researchs and Leadership experience

- ❖ *Role of the oil and gas strategy on regulation of the Azerbaijan external economic position in the frame work of Scientific Association of students of Qafqaz University*
- ❖ *Ways that SMM (Social Media Marketing) impacts Business in the framework of scientific Association of students of Qafqaz University*
- ❖ *Summer experience in Altiagac National Park for assessing the tourism prospects of Khizi region*
- ❖ *Organizing tournaments successfully and attracting new members to the Baku State University Debate Club (BSUDC)*