



NIGAR JALILOVA

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Nigar.jalilova@outlook.com

DOB: 18 November, 1990

EDUCATION

Azerbaijan State Oil Academy

MBA (Operation Management), Completed with honours

Baku, Azerbaijan

2011-2013

The Academy Of Public Administration Under The President of the Republic of Azerbaijan

Bachelor (Administrative Management), Completed with honours

Baku, Azerbaijan

2007-2011

WORK EXPERIENCE

“Unileasing” CJSC

HR specialist

Baku, Azerbaijan

02/2013-present

- Preparation and registration of contracts for new employees
- The process of hiring and layoff of employees
- Preparation holiday pays of employees
- Personnel reshuffle
- Making orders for receiving, dismissal, withdrawal on vacation, change positions, change in wages, maternity leave, etc.
- Providing employees with social security cards
- Coordination of the issuance of banking (payroll) cards
- And other HR related issues

“Unileasing” CJSC

General Affairs Specialist

Baku, Azerbaijan

04/2012

- Organization and supervision of clerical work;
- Registration of letters and documents;
- Organizing Board meetings, meetings of the Supervisory Board;
- Preparation minutes of meeting, ensuring the use of them;

TRAININGS, COURSES ATTENDED

“International Civil Society Forum”

Center for Economic and Social Development

Baku/2011

Azerbaijan Business Case Competition

Baku/2012

LANGUAGE SKILLS

Russian (*fluent*), Azerbaijani (*native*), English (*advance*)

COMPUTER SKILLS

Microsoft Office Programs, Software, Outlook, Internet