

# GUNEL RZAYEVA

## Qualifications profile:

An experienced commercial and project management professional and team leader with an extensive track record delivering high visibility strategic projects & initiatives across a wide spectrum of business sectors; Bringing a passion for achieving results, combined with business acumen, a strategic viewpoint and innovative take on project execution.

Certified with Chartered Insurance Institute (CII UK) & Chartered Institute for Procurement & Supply (CIPS, UK)

**Objective:** Currently seeking a challenging new role in the field of Procurement, Supply Chain, Sales, Events Organization, Quality Management, Project Management, Business Development and/or any other field which will utilize my educational background and working experience and will allow making a tangible contribution to the employer that will be noticed and appreciated.

**I have Residence Permit in Czech Republic until 2026.**

## EDUCATION & TRAINING

### EDUCATION

- **The Chartered Institute of procurement & Supply (CIPS)**  
UK CIPS Advanced Certificate
- **The Chartered Insurance Institute (CII), London, UK**  
CII Certificate
- **Azerbaijan State Economic University**  
BSc in Governmental Administration of Economy  
Major: Legal Administration of Economy  
(with honours)



2012 – Present



2004 – 2006



1998 – 2002

### TRAININGS

- **SDL Trados Professional 2019;**  
**SDL Trados GroupShare 2017 SW**  
T-Service SDL Trados Authorized Reseller  
Partner for CIS countries, Saint Petersburg
- **Project Management** Basic Course (32 PDU)  
Project Management University PMSOFT Group,  
Moscow
- **“New trends in modern property insurance practice”**  
Delovoy Format, Moscow
- **Customer Service Improvement Course**  
ABTC (Azerbaijan Bank Training Center), Baku
- **Quality Assurance Internal Auditor Training**  
ISO 9001:2000 & ISO 19011 Standards  
Moody International Certification Ltd, Baku



01/2019



03/2007



06/2005



## PERSONAL DETAILS

[rzaevagunel@gmail.com](mailto:rzaevagunel@gmail.com)

+420-773-558-11-08

Based in Prague, Czech Republic

Age: 43

## PERSONALITY

- Eager to learn and improve
- Single-minded
- Super-communicator
- Conscientious
- Quick of apprehension
- Passionate

## AREAS OF EXPERTISE

- Event Management
- Business Development
- Quality Management
- Procurement and Purchasing
- Stakeholder Management
- Insurance

## LANGUAGES

- English (fluent)
- Russian (fluent)
- Azeri (native)
- Czech (beginner)

## IT SKILLS

- Word, Excel, PowerPoint, Visio
- MS Project
- CAT tools

CERTIFICATES ARE  
AVAILABLE ON REQUEST

- **Insurance Qualification** Improvement Course 05/2005  
Azerbaijan Insurance Society, Baku
- **Negotiations skills** training course MBASK, Baku 10/2004

## PROFESSIONAL EXPERIENCE

### *Key responsibilities and achievements*

**Yanex Praha, Prague, Czech Republic**

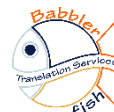


**12/2020 –now**

#### ***Services Purchasing Specialist***

- Searching for the right supplier
- Pre-qualification, vendor assessment and selection
- Contracting
- Maintenance sustainable relationship with vendors

**Babbler Fish Translation Services, Baku, Azerbaijan**



**11/2012 – 09/2020**

#### ***Project Manager***

- Full-cycle multilingual translation projects managing, incl. managing international teams
- Vendor assessment and selection
- Event management incl.:
  - Technical arrangements (venue selection, audio-visual equipment, interpreters, catering)
  - Dealing with media
  - Inviting participants and speakers
  - Social media promotion and advertisement
- Attending industry-specific conferences, searching for new business opportunities

*[High-profile company delivering written and oral Translation, Desktop Publishing, Multimedia Engineering and Business Events Organization services since 2010]*

**Baghlan Group FZCO, Baku, Azerbaijan**



**11/2012 – 05/2013**

#### ***Procurement Analyst***

- Development of general procurement policy for all subordinate companies, ensuring consolidation and standardization of purchasing within the Holding
- Development of procurement manual for e2e Supply Chain processes including detailed working procedures describing such activities as Supplier Selection, Tendering, Vendor Performance Evaluation, Contract Management and others in accordance with ISO 9001:2008 and CIPS best practice
- Part of the Quality Management Team (ISO 9001:2008) responsible for successful deployment and implementation of policy and procedures in subordinate companies by means of regular trainings and internal consultations
- Overall control over purchasing and expenditures in holding, escalating problems and discrepancies to senior management
- Tendering, Strategic procurement
- Relationship Management with Strategic Suppliers

*[Head office of Holding consisting of 20 active companies including transport, bank, sports, construction, oil & gas and other companies]*

## **“AZMECO” Azerbaijan Methanol Company**



**07/2008 – 10/2012**

### ***Procurement Specialist***

- Analysis of purchase requisitions, giving recommendations on their optimization.
- Market research for qualified bidders. Gathering information, negotiations with potential suppliers
- Comparison and deep analysis of benefits and drawbacks of all bids and their conformance with specification
- Preparation of Bids Evaluation Summary for direct manager
- Conducting Vendors rating, Suppliers Performance Evaluation
- Continuously maintain communication and successful working relationships with other functions within organization as well as external stakeholders

since 11/2011

*[Construction of methanol plant in Karadagh, Azerbaijan]*

*Total cost of project c.a. 400 \$MM]*

### ***Chief Insurance Coordinator***

- Arrangement of Erection/Construction All Risks, Third Party Liability, Advanced Loss of Profit Insurances for Construction Stage of the Plant (placement the risks on international market)
- Risk management and preparation of bi-monthly reports to the Reinsurer on the project progress and possible risks
- Arrangement of Cargo insurance for the plant's machinery and equipment while being transported from USA
- Arrangement of Medical, Personal Accident insurances for the personnel
- Arrangement of Motor Insurance for motor fleet and Property Insurance
- Preparation for arrangement of insurance for the Operational Stage of the Plant (TPL, Product Liability, Business Interruption etc.)
- Liaison with insurance companies in respect of all arising claims
- Organization regular meetings/seminars for the personnel explaining benefits of insurance to the staff.

since 07/2008

## **European Economic Chamber of Trade Commerce and Industry for Azerbaijan**



**10/2010 – 11/2011**

### ***Executive Director***

- General coordination of work of the Chamber
- Communication with embassies, local associations and enterprises
- Coordination of all public relations activities, events (seminars, conferences, round tables, annual Caspian Oil & Gas Exhibition etc.)
- Fundraising, negotiations with sponsors
- Liaison with media, press-releases issue
- Searching for new business opportunities abroad for companies-Chamber members

*[EEIG – Non-for-profit Organization aimed to develop economic and cultural exchange between European countries and Azerbaijan]*

## **“STGOILPRO” Company, Moscow, Russia**

**12/2006 – 07/2007**

### ***Project Manager Assistant***

- Assistance in searching for project financing, preparation of business plans
- Working out project charter and project description
- Project Planning
- Monitoring and control of project execution

*[Construction of Mini oil refineries, part of Azmeco Group of Companies]*

**«ACE Forwarding Caspian» Multimodal Transportation Company**

**05/2006 – 11/2006**

***Personal Effects Coordinator***

- Coordination of personal effects relocation

**“AXA MBASK” Insurance Company**



**07/2004 – 05/2006**

***Underwriting Specialist***

**01/2005-05/2006**

- Risk selection, assessment and rating in Personal Accident and Property Insurance
- Risk management consultancy to the clients
- Preparation of trainings for Sales Department on insurance products and sales
- Preparation of Personal Accident and Property Insurance Instructions
- Development of new insurance products (proposal forms, policy wordings, etc.)
- Conducting survey and inspection of property to be insured
- Current analysis of the portfolio profitability and monthly reports to the direct Manager
- Writing articles on insurance subjects to newspapers (“Echo”, “Zerkalo”)
- Membership in Quality Management Team (ISO 9001:2000)

*[One of the biggest insurance companies in Azerbaijan, partially belonging to AXA]*

***Corporate Sales Specialist***

**07-12/2004**

- Developing of step-by-step sales instructions and carrying out sales trainings and presentations for insurance agents and sales representatives
- Monitoring of results of Corporate Sales Department’s work and maintaining clients’ data base
- Tracking all publications on insurance and preparation of monthly reviews for management
- Analysis of the market (growth of market, competitors share, dynamics of payments, comparative analysis with previous years, etc.) and preparation of reports on the subject to the direct management

**Earlier Career History:**

- Travel Coordinator (01/2003 – 06/2004) ‘Absheron’ Tour Travel Agency

***Letters of reference are available upon request.***