

Humbatova Gunay

 Baku city, Absheron district, Goradil village, Jafar

Jabbarli street, House № 4

Gender: Female | **Date of birth:** 04.06.1994 | **Nationality:** Azerbaijan | **Marital status:** Single

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EDUCATION

| | | | |
|---------------|--|-----------------|-------------|
| 2017.9-2022.6 | Hefei University of Technology (HFUT) | Master | MBA |
| 2016.9-2017.1 | Anhui University | Language course | HSK4, HSKK2 |
| 2011.9-2015.6 | Western Caspian University (WCU) of Azerbaijan | Bachelor | Regionalism |



WORK

EXPERIENCE

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|---|--|--|
| 2017.1-2017.2 | MINISOLife [temporary job (replaced another employee)] | Office Manager and Translator (Chinese-Azerbaijani) |
| 2017.1-2017.2 | Private Company [temporary job] | Translator (Azerbaijani-Chinese, Chinese-Azerbaijani) |
| <ul style="list-style-type: none">● Implementation of inter-company interpretation and translation;● Establishing relations between the parties during formal and informal meetings;● High-quality translation of documents, letters, contracts, training materials, and other written documents;● Conducting terminological research in the field, maintaining the format and consistency of the translated document;● Ethical rules of translation and confidentiality of documents;● Ability to work in a team. | | |
| 2015.9-2017.4 | Baku International (India) Exhibition [temporary job] | Retail sales representative and Translator |

- Conducting business negotiations, helping the parties to fully understand each other;
- As a Sales Representative Exhibit various products to local and foreign customers in required (Turkish, English, Chinese, Russian) languages;
- Creation of visually attractive environment and organization of showcases, shelves to attract customers;
- Offered each customer top-notch, personal service and polite support to boost sales and customer satisfaction;
- Answered customer questions regarding merchandise and pricing;
- Search and attract new customers;
- Ability to sell on a variety of products;
- Study of competitors and development of sales strategy;
- Sales market control;
- Comprehensive presentation, explanation and sale of products;
- Organizing and conducting business meetings.



VOLUNTEER EXPERIENCE

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| 2019.11-until today | IEEE Access journal | Reviewer |
| 2019.4-2019.4 | USTC Cultural Festival | Represented Azerbaijan |



RELATED SKILLS

PROFESSIONAL SKILLS:

- Maintenance of technical documentation;
- Holding business meetings;
- Preparation of Contracts;
- Assistance in building interactions in different languages;
- Translation and writing of all types of documents in Chinese, English, Turkish, Azerbaijani;

PERSONAL SKILLS:

- Communicating with different people in different environment;
- Careful and responsive approach to job responsibilities;
- Constantly working on my own knowledge and skills;
- Quick adaptation to a new business environment;
- Cross-cultural understanding;
- Hardworking;
- Farsighted.

ORGANIZATIONAL/ MANAGEMENT SKILLS:

- Leadership;
- Ability to work with a team and interacting with competent individuals on the level of organizational structure;
- Ability to work under pressure - a quiet, organized approach and objective assessment;
- Self-directed analytical skills.

LANGUAGE SKILLS:

Azerbaijani (native);

Chinese (perfect);

Turkish (perfect);

English (good);

Russian (normal).

COMPUTER SKILLS:

- HTML;
- Cascading Style Sheets (CSS);
- Bootstrap;
- SASS;
- LESS (Stylesheet Language);
- JavaScript;
- JSON;
- jQuery;
- React.js;
- AJAX;
- AXIOS;
- Node.js;
- Git;
- GitHub;
- Logo Design;
- Microsoft Windows;
- Microsoft Office: Word, Excel, PowerPoint;
- IT/html;
- CSS;
- Adobe Photoshop;
- Creating Websites;
- Web Design;
- Web Developer;
- Graphic Design;
- Content Developer.



AWARD CERTIFICATES

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| ★ HSK level 2 | |
| ★ HSK level 4 | |
| ★ HSKK level 1 | |
| ★ HSKK level 2 | |
| ★ Certificate of Distinction | Western Caspian University |
| ★ 3rd place in Chinese song contest (2015) | Confucius University |
| ★ 2nd place in calligraphic writing (2019) | Hefei University of Technology |
| ★ Honorary participant of the culture festival(2019) | University of Science and Technology of China (USTC) |
| ★ JavaScript Programming | www.studysection.com |
| ★ Build Your First Web Pages With HTML and CSS | Specimen |
| ★ Certificate of Achievement | mimo |
| ★Certificate of Completion | BitDegree |