



# KHALIL KHEYRULLA

## CONTACT

03.10.1996

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## LANGUAGE

Azerbaijani ● ● ● ● ●

English ● ● ● ● ●

Russian ● ● ● ● ●

Turkish ● ● ● ● ●

## QUALITIES

Communication skill

Responsible

Hard-working

Time Management

Assign tasks in time

## HOBBIES

Acquire new skill

Reading books

Develop myself at free time

Doing sports ( fitness, bike)



## ABOUT ME

I am punctual, flexible and eager to work in a team. I always take responsibility at the workplace. By working accurately and honestly, I completed the tasks successfully that I was charged with. I am confident that I will demonstrate my skills to work at full capacity to succeed in the position.



## EDUCATION

> **West Caspian University**  
**Translation (In English) / Bachelor**

SEPT 2013 - JUNE 2017



## EXPERIENCE

> **Daily Savings**  
**Amazon eBay Virtual Assistant**

MARCH 2019 - PRESENT.

- Running Ads
- Finding profitable items for Amazon Fba and Fbm
- Matching products, Listing items
- Increasing sales
- Find logistic companies
- Answering email and phone, messages
- Solving problems with customers (complaints)
- Tracking order numbers

> **Best Brand Toys**  
**Amazon Virtual Assistant**

JAN 2018 - PRESENT.

> **Shell Products**  
**Amazon,Walmart Virtual Assistant**

DEC 2017 - PRESENT.

> **Azerbiz LLC**  
**Sales manager**

SEPT 2017 - DEC 2017



## CERTIFICATES

> **Upper Education - English language (Certificate)**  
> **Japan.az - Japanese (Certificate)**



## ADDITIONAL ACTIVITY

> **Icheri Sheher living history - Translation (Internship program)**



## SKILLS

MS WORD ● ● ● ● ●

MS POWEPOINT ● ● ● ● ●

MS EXCEL ● ● ● ● ●

HTML ● ● ● ● ●

CSS ● ● ● ● ●

MS OUTLOOK ● ● ● ● ●