



KHALIL KHEYRULLA

CONTACT

- 03.10.1996
- +994 (55) 572-81-00
- Xeyrulla75@gmail.com
- Baku city, Ataturk ave. 33

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

- > **Code Academy** MAY 2022 - PRESENT
Full Stack Programming
- > **West Caspian University** SEPT 2013 - JUNE 2017
Translation (In English) / Bachelor



EXPERIENCE

- > **Daily Savings** MARCH 2019 - PRESENT.
Amazon eBay Virtual Assistant
 - 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** JAN 2018 - PRESENT.
Amazon Virtual Assistant
- > **Shell Products** DEC 2017 - PRESENT.
Amazon,Walmart Virtual Assistant
- > **Azerbiz LLC** SEPT 2017 - DEC 2017
Sales manager



CERTIFICATES

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



ADDITIONAL ACTIVITY

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



SKILLS

- | | | | |
|---------------|-----------|------------|-----------|
| MS WORD | ● ● ● ● ● | HTML | ● ● ● ● ● |
| MS POWERPOINT | ● ● ● ● ● | CSS | ● ● ● ● ● |
| MS EXCEL | ● ● ● ● ● | MS OUTLOOK | ● ● ● ● ● |