

PERSONAL INFORMATION

Manuchehr Boboev



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Sex Male | Date of birth 27/03/2001 | Nationality Tajik

JOB APPLIED FOR

Vice President at the Tajik Diaspora Organization in Azerbaijan

STUDIES APPLIED FOR

Bachelor of Arts International Studies at the ADA University

WORK EXPERIENCE

Dec 2021 – Present

Vice-President at the Tajik Diaspora Organization

Embassy of Tajikistan in Azerbaijan, Baglar 2 street, B- 20, Badamdar district, Baku, Azerbaijan <https://mfa.tj/ru/baku>

Collaborating with other departments within the Embassy to conduct events due to national holidays and other cultural gatherings for the diaspora of Tajik people living in Azerbaijan; Engaging and supporting Tajik students studying in Azerbaijani Universities and Colleges; Managing the pending issues and projects in the absence of the President.

Jan 2021 – Present

Project Manager

SDG Club, ADA University, 61 Ahmadbay Agha-Oglu Street, Baku, Azerbaijan www.ada.edu.az

To conduct, arrange and manage a wide range of meetings, exhibitions, seminars, training sessions, and conferences among school and university students to promote Sustainable Development Goals and raise awareness regarding the pending SDG issues.

Apr 2022 – Aug 2022

Operations Manager

Tripesta Travel comp., 35 C, Ayaz Ismayilov St, Baku, Azerbaijan www.tripestatravel.com

Managing the companies database system via Excell; Registering information about active sales, clients and relevant dates into the database; Professional communication with partnering hotels and agencies; Managing the payments process to hotels; Making reservations in hotels and communicating hotels about changes and updates

Feb 2022 – Apr 2022

Internship

Embassy of Tajikistan in Azerbaijan, Baglar 2 street, B- 20, Badamdar district, Baku, Azerbaijan <https://mfa.tj/ru/baku>

Documenting and organizing official reports for the Ministry of Foreign Affairs of Tajikistan; Arranging the information exchange between the Embassy and the Ministry of Foreign Affairs of Tajikistan; Updating the official agenda of the Embassy according to

the Ministry of Foreign Affairs' instructions.

Feb 2021 – Jul 2021

Communication Manager in Business to Consumer Department

AIIESEC in Azerbaijan, www.aiesec.org / [AIIESEC in Azerbaijan: | LinkedIn](#)

Market research and analysis; Promotion and advertisement of the products; Consumers' data collection and management; Creating direct network between organization and consumers.

2017 – 2019

Member of School Council

Gymnasium №24, 19th district, Khujand, Tajikistan

Conducting Peer education activities among the youth; Organization and coordination of youth sport activities; Negotiation and organization of entertainment activities/events among schools; Assistance in organization of stirring committee at schools to increase the pupils' knowledge on different topics.

2014 – 2019

Team Leading Volunteer

International Federation of Red Cross, Khujand, Tajikistan

Navigating and managing a team of 10 people; Realizing independent social projects; Arranging team discussions and gatherings; Developing projects and activities within IFRD framework; Volunteering and participating in official events held by IFRD.

EDUCATION AND TRAINING

Sep 2019 – Present

Bachelor of Arts, International Studies

ADA University, Baku, Azerbaijan

- Theories of International Relations
- Ethnic Conflict Analysis & Resolution
- Global Governance and International Organizations
- Political Theory
- International Security
- International Political Economy
- Research Methods
- Management Information System
- Statistics
- Energy & Natural Resources
- Perspective on Democracy & Human Rights
- Public International Law

September 2008 – June
2019

School Class 1 to Class 11

Gymnasium №24, 19th District, Khujand, Tajikistan

PERSONAL SKILLS

Mother tongue(s)

Other language(s)

Tajik

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Russian	C2	C2	C2	C2	C2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

Common European Framework of Reference for Languages

Communication skills

Advanced communication skills gained through my experiences on managerial positions such as Operations, Communication, and Project management. Volunteering, public speaking and participation in various international seminars, summits and training sessions significantly strengthened my skills.

Organisational / managerial skills

Currently holding two managerial positions where I lead teams of 8 people in each workplace.

Job-related skills

- **Project Management, Project Planning, Negotiation skills** and **Process Improvement** acquired due to my work experience as a Project Manager.
- **Team Management, Leadership, Flexibility, and Public Speaking** obtained throughout my work experience as Vice-President, and Team Leading Volunteer.
- **Market research, Social Media Marketing, Trend Analysis, Client Orientation, and Product Presentation** attained due to my professional work experience at the Marketing Department of AIESEC in Azerbaijan and completion of the university "Business Communication" course.

Computer skills

- Web-development (certified HTML5 and CSS3 by Coursera)
- Upper-Intermediate Statistics (STATA13, Excel, eSTAT, and Access) upon completion of MIS and Introduction to Statistics courses in ADA University and work experience with Excel.
- Good skills on MS Office (Word, PowerPoint etc.)
- Advanced skills on Web and Email applications (Outlook, ZohoMail, Teams, Zoom, Skype, Discord)

ADDITIONAL
INFORMATION

Projects “**Sign Connections**” project to build AI to convert sign languages into voice format.

Conferences **Fully funded** participant in the 5 day International Student Forum on Youth Peace and Security organized by Azerabijani Youth Foundation (Baku-Shusha, Azerbaijan, 23-28 November, 2022)

Seminars **Fully funded** participant in the 4 day International training-seminar “50/50” for CIS government officials on Integration of Youth into Politics organized by the Federal Agency on Youth Affairs. (Kirov, Russian Federation, 24 – 28 December, 2022)

Training sessions

- “Dive into the World of Blockchain” **training series** organized by AIRDROPS factory (Baku, Azerbaijan, 14-16 December, 2022)
- “**Start-ups: The Essentials**” **training series** organized by ADA University and “Beyond” agency (Baku, Azerbaijan, 8 – 10 December, 2021)
- “The Diplomacy Today” **training series** organized by Azerbaijan International Development Agency (Baku, Azerbaijan, 27 – 29 October, 2021)

References

- Ms. Sama Aghamammadova, AISEC in Azerbaijan, Local Committee Vice President
Email: sama.ghamammadova@aiesec.net
- Mr. Muhiddin Yoqubzoda, Embassy of Tajikistan in Baku, Head of Information Department
Phone: +994 51 309 65 60 / +994 70 709 15 00
- Mr. Turan Karimli, Tripesta Travel, CEO and Founder
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