

NAZRIN RASHIDOVA

I look forward to working for a company whose mission I firmly believe in, such as your own! :)

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📅 05.02.1996

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📍 18 New Seabury dr



EDUCATION

Hacettepe university
International relations

📅 2013 - 2017

GPA

2.6 / 4.0

Seneca college

Computer programming and analysis

📅 2020 - 2023

GPA

4.0 / 4.0

EXPERIENCE

Last work experience

Jack Astor's Bar and Grill

📅 2021 📍 Ontario, Canada

Hostess

- Proven ability to work under pressure, assisted over 400 customers daily.

Receptionist

Days Hotel

📅 2017 📍 Baku, Azerbaijan

Company Description

- Completing procedures when guests arrive and leave
- Screening, answering and forwarding telephone calls
- Ability to stay calm under pressure and look after several things at once

Hostess

Cafe Del Mundo

📅 2016 📍 Ankara, Turkey

Company Description

- Greet customers as soon as they walk through the door
- Seat guests and take initial drink orders as needed to ensure ideal speed of service
- Answer phones and schedule reservations with large parties

Data Entry

Gilan Holding

📅 2019 - 2020 📍 Baku, Azerbaijan

Company Description

- Entry of accounts payable and receivable of 20 clients serviced by the accounting firm
- Prepared and sorted more than 1000 documents, bills and receipts for data entry

LANGUAGES

English

Intermediate



Russian

Intermediate



Turkish

Proficient



VOLUNTEERING

Volunteer

Eurovision song contest

📅 2011

Baku, Azerbaijan

Volunteer

2019 Azerbaijan Grand Prix, Formula1

📅 2019

Baku, Azerbaijan

PERSONAL SKILLS



Digital skills

Documentation Tools: MS Word, MS Excel, MS Power Point, MS Access, MS SharePoint,

MS Outlook Tableau



Communication skills

Empathic listener and persuasive speaker
Writing creative or factual
Speaking in public, to groups, or via electronic media
Excellent presentation and negotiation skills



Organisational / managerial skills

Creating and keeping deadlines
Teamwork
Productivity