



CONTACT



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EDUCATION



Azerbaijan State University of Economics
• UNEC Bachelor's degree, Economics ·
(September 2020 - July 2024)



ASAPES Bachelor's degree, Tourism
Promotion Operations ·
(September 2009 - June 2013)



RUFAT BABAYEV

Excel Expert-MO211
Power BI Expert-PL300

SUMMARY

I am Rufat Babayev – a data analyst with over 5 years of experience in the public sector, focusing on social payments, pensions, and citizen-oriented services.

I hold international certifications including:

-  PL-300: Microsoft Power BI Data Analyst Associate
-  MO-211: Microsoft Excel Expert

My technical skills include:

- Power BI (dashboards, DAX, data modeling)
- SQL (data extraction, cleaning)
- Microsoft Excel (advanced functions, pivot tables, dashboards)
- Python (currently improving)

I have practical experience working with various government systems such as ƏMAS, PAS, MTK, and Təhlil AS.

I'm passionate about turning raw data into meaningful insights and helping organizations make data-driven decisions.

 Open to new opportunities and collaborations.

EXPERIENCE

State Examination Center of Azerbaijan Exam Invigilator

January 2025 - Present

Baku City, Baku Economic Zone, Azerbaijan

Monitored test sessions to ensure fairness and compliance

Followed strict protocols to maintain exam integrity

Reported irregularities to administration

State Social Protection Fund

• Data Specialist

February 2023 - Present

Baku City, Baku Economic Zone, Azerbaijan

Conducted data analysis on social payments, pensions, and citizen-focused services

Built Excel-based dashboards and reports for internal use

Used government systems such as ƏMAS, PAS, MTK, and Təhlil AS for data tracking

Supported data-driven decisions within the social service framework

Collaborated with cross-functional teams and participated in regular reporting and planning

• Call Center Specialist

February 2022 - January 2023 (1 year)

Baku City, Contiguous Azerbaijan, Azerbaijan

Answered incoming calls from citizens and provided information

Registered complaints and inquiries, directed them to the right departments

Provided assistance regarding public services and pension-related questions

Ensured effective communication and citizen satisfaction

Recorded inquiries and reports in internal systems

- **Clerk**

September 2020 - February 2022 (1 year 6 months)

Baku City, Contiguous Azerbaijan, Azerbaijan

Registered incoming and outgoing documents in the system

Drafted official letters and directed them to relevant departments

Managed document archiving and internal correspondence flow

Monitored internal documents and ensured timely execution

Gained practical experience in document management within public Institutions

SIEMENS AG

- **Driver of company**

(1 years 6 months)

March 2018-October-2019

- Transported company staff and confidential documents to various destinations safely and on time.
- Provided reliable and professional driving services to support internal departments and external meetings.
- Assisted in organizing and delivering legal and contractual documents for signing and execution.
- Supported coordination during contract negotiations and meetings by ensuring timely delivery of related materials.
- Maintained vehicle cleanliness and performed basic technical checks to ensure road safety.
- Followed strict confidentiality protocols while handling sensitive company information.

LANGUAGES

Russian (Full Professional)

English (Pre-intermediate)

Turkish (Full Professional) Azerbaijani (Native)



PROFESSIONAL SKILLS

