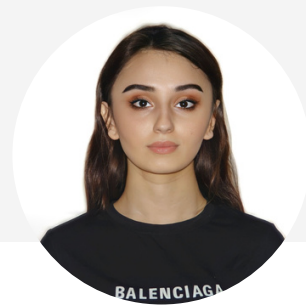


ŞAHBUDAQOVA RƏVANƏ



PERSONAL DETAILS

- +994554423244
- sahbudaqovarevane@gmail.com
- Bakı şəh, Binəqədi ray, M. Abbasov
ev 7

Highly organised and detail-oriented administrative professional with a proven track record of efficiently office operations. Strong multitasking and prioritisation skills, ensuring smooth workflow and timely completion of tasks. Excellent communication and interpersonal abilities, fostering positive relationships with colleagues and clients. Proficient in utilising various software and system to streamline administrative processes and enhance productivity.

SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Problem-Solving
- Strong Communication

WORK EXPERIENCE

- Mill MMC
Office manager (13/02/2022-25/04/2023)
- Almalı.az
Office manager (08/12/2023-05/06.2024)
- Projects of Azerbaijan
Sales specialist (20/08/2024-07/03/2025)

EDUCATION

UNIVERSITY

National Aviation Academy
2019 - 2023

LANGUAGE

Azerbaijan-Native
English-Pre Intermediate
Turkish-Professional