

## Personal details



Sarkhan Mustafayev



serkanmustafa3457@gmail.com



+994508287576



Azerbaijan, Shamkir region  
AZ 5730 Shamkir Reg, Zayam District



July 15, 1998



Shamkir



B Category



Male



Azerbaijan



Unmarried



N/A



SaRkHaN Mustafayev



Quality Assurance



Document Control



Internal Auditor

## Skills

3D Max	●●●●●
MicroSoft Office	●●●●●
AutoCaD	●●●●●
1C Programmer	●●●●●
MS Excel	●●●●●
Working With Documents	●●●●●
Adobe Photoshop, Illustrator	●●●●●

# Sarkhan Mustafayev

Quality Assurance and Document Control

## Profile

After graduating from Baku Engineering University in Computer science in 2021, I started working in the field of Document Control and Quality Control Specialist at Zayam Technologies Park. I show off successfully in my field of work, I am someone who has the capacity to handle all the tasks to be done. From now on, I would like to introduce myself to you as someone who has shown outstanding success in all the tasks that need to be done in my field of business.

## Education

### Information Technology

Sep 2016 - May 2021

Baku Engineering University, Azerbaijan Baku

Our society is dominated by computerization and recent developments like Machine Learning and Artificial Intelligence (AI). Evidently, the trend shows the importance of equipping learners with detailed information about advanced technologies to prepare them for the future workforce.

Today's education system is one of the areas that introduce learners to innovation from a tender age. According to World Bank reports, integrating information and communication technology in education prepares individuals for a digital future. In addition, it helps them deal with rapid developments in society, fosters critical thinking, and improves decision-making and collaboration skills.

In this article, we'll analyze the role of information and technology in education but first, let's understand the scope of digital media in the learning environment. The simplest definition of information technology in education is, "Combined use of various computer software, hardware, theories, and equipment to facilitate effective learning."

## Courses

### ISO 9001:2015

Apr 2024

ISO 9001 is a **globally recognized standard for quality management**. It helps organizations of all sizes and sectors to improve their performance, meet customer expectations and demonstrate their commitment to quality. Its requirements define how to establish, implement, maintain, and continually improve a quality management system (QMS).

Implementing ISO 9001 means your organization has put in place effective processes and trained staff to deliver flawless products or services time after time.

### ISO 14001:2015

Apr 2024

ISO 14001 is the internationally recognized standard for environmental management systems (EMS). It provides a framework for organizations to

*I consent to the processing of my personal data for the purpose of recruitment for the position to which I am applying.*

## Languages

Azerbaijani	● ● ● ● ●
Turkish	● ● ● ● ●
English	● ● ● ● ●
Russian	● ● ● ● ●

## Hobbies

- Reading a book
- Travelling
- Working with a computer
- Cycling
- Drink coffee
- Horse riding

## Qualities

- N/A

design and implement an EMS, and continually improve their environmental performance. By adhering to this standard, organizations can ensure they are taking proactive measures to minimize their environmental footprint, comply with relevant legal requirements, and achieve their environmental objectives. The framework encompasses various aspects, from resource usage and waste management to monitoring environmental performance and involving stakeholders in environmental commitments.

### ISO 45001:2018

Apr 2024

ISO 45001 is an international standard that specifies requirements for an **occupational health and safety (OH&S) management system**. It provides a framework for organizations to manage risks and improve OH&S performance.

The standard establishes criteria for an OH&S policy, objectives, planning, implementation, operation, auditing and review. Key elements include leadership commitment, worker participation, hazard identification and risk assessment, legal and regulatory compliance, emergency planning, incident investigation and continual improvement.

### ISO 19011:2018

Apr 2024

ISO 19011 is a critical standard for any organization looking to **implement an audit program** or **manage external audits**. It establishes a common framework for audits, ensuring they are conducted consistently and effectively. Using ISO 19011 helps organizations:

- Implement **auditing best practices** based on international consensus
- **Demonstrate credibility** and capability in auditing to customers and stakeholders
- **Improve management systems and processes** through structured audits
- Meet customer and regulatory **audit requirements**
- Facilitate consistent **auditor training and evaluation**

## Internships

### Teaching Mathematics and Computer Science

Sep 2017 - Apr 2018

Star Course, Baku

It saves instructional time. It helps students develop a conceptual understanding of math through visuals. It assists in correlating real-world problems on a conceptual level and verifying using computers. It lets students have multiple views of the same problem.

### Document Control Specialist

Sep 2018 - Dec 2018

AzerSun Group, Baku

## Extracurricular activities

### Interior and Exterior Design (Adobe Photoshop, Illustrator, Coreldraw)

Jan 2016 - Sep 2016

Code Academy, Baku

2016 January I decided to switch my major from Math and Computer Science to only Design Science. I took this leap of faith to focus my studies on interior

*I consent to the processing of my personal data for the purpose of recruitment for the position to which I am applying.*

and exterior design, a subject that sparked an excitement and enthusiasm in me for life after college that I had never felt before.

I knew this was a decision that would impact my future. What I didn't know was just how far this impact would stretch, or how quickly.

Over this past year I have taken on coursework that would have horrified my high-school self, been invited to work as an artist in my college's psychology department, met some of my closest friends, and nurtured my passion for design into something I am proud of.

## Certificates

---

### **ISO Standarts + Internal Audit**

**Apr 2024**

*ISO 9001:2015*

*ISO 14001:2015*

*ISO 45001:2018*

*ISO 19011:2018*

## Achievements

---

- International Turkish Olympiad  
1st Place Best Writer - 2013
- Republican Subject Olympiad  
3rd Place Mathematics Competition - 2014
- MS Office Competition  
1st Place Powerpoint - 2015

## Custom section

---

### **Document Control Specialist / Quality Assurance Specialist**

#### **Document Control Specialist**

Organised Document Controller with strong background in establishing and improving document control processes to meet organisational needs. Adopts proactive approach to document review and approval procedures to keep smooth running workflows.

#### **Quality Assurance Specialist**

Quality assurance specialists ensure products meet established quality standards and industry benchmarks. They monitor processes and inspect produced goods and services. They propose measures and process improvements to enhance operations, ensure reliability of systems, and minimize downtime, errors, and defects.

Shamkir Reg, Zayam District, July 15, 1998

A handwritten signature in black ink, appearing to be 'J. B.' or similar, written in a cursive style.

*I consent to the processing of my personal data for the purpose of recruitment for the position to which I am applying.*



This is to certify that

**Sarkhan Mustafayev**

has attended and successfully completed

**"Integrated Management System  
(ISO 9001:2015, ISO 14001:2015,  
ISO 45001:2018) Internal Auditor(19011:2018)"**

course provided by "TCS" LLC in accordance with ISO 21001:2018 requirements, AZS ISO/IEC 17024:2014  
Accreditation and International Standards/Best Practices

**Commencement date:** 20/06/2024

**Duration of Training:** 4 days

**Instructor's/Examiner's Name:** Elshad Abdullayev

**Instructor Registration No:** IE/tcs01121

**Test Date:** 24/06/2024

**Certificate No:** C-242567406

**Expiry date:** N/A

Authorised by:

  
**Murad Mehdiyev**  
Deputy Director



**License № IN/L-2/2022**

*In case of the owner of this certificate fails to undergo annual competence-assessment or does not practice the skills gained for a duration of one year after formal competence assessment or if legal requirements and standards for subject skills have been changed this certificate shall be considered invalid.*