



SARKHAN MUSTAFAYEV

Contact

✉ serkanmustafa3457@gmail.com

☎ +994 50 828 75 76

📍 Shamkir District, Zayam
Settlement, Azerbaijan,
Shamkir, AZ 5730

🚗 BC Kategoriya

in www.linkedin.com/in/srkxan-mustafayev-7291ba2a5

🇦🇿 Azerbaijan

Education

09/2016 - 07/2021

Bachelor of Science

Mathematics and Informatics

Kafkaz University - Baku

Engineering University - Baku,
Khirdalan

Certifications and Licenses

- Turkish Olympiad – First Place
in Calligraphy

- International Olympiad – First
Place in Regional Azerbaijani
Language Competition

- ISO Certifications:

- ISO 9001:2015 – Quality
Management Systems

- ISO 14001:2015 –
Environmental Management
Systems

- ISO 45001:2018 –
Occupational Health and Safety
Management Systems

- ISO 19011:2018 – Guidelines
for Auditing Management
Systems

Professional summary

Results-driven **Quality Assurance Professional** with [2] years of experience ensuring the highest standards of product and process quality. Adept at developing, implementing, and optimizing **quality management systems (QMS), testing procedures, and compliance protocols** to meet industry regulations and organizational goals. Skilled in **manual and automated testing, defect tracking, root cause analysis, and process improvement** to enhance efficiency and customer satisfaction.

Proven ability to collaborate with **cross-functional teams, including developers, engineers, and stakeholders**, to drive continuous improvement and resolve quality issues.

Experienced in leveraging tools such as **[list relevant tools, e.g., ISO 14001, ISO 45001, ISO 19011, ISO 9001, Six Sigma, etc.]** to monitor quality metrics and ensure compliance.

Dedicated to delivering high-quality products and services through proactive risk management, data-driven decision-making, and a commitment to **operational excellence**.

Work history

Quality Assurance Specialist - Zayam Technologies Park ASC

Shamkir, Zayam, <https://www.ztp.az/az> | 11/2023 - Current

- Collaborated with cross-functional teams, ensured consistency across all operations.
- Streamlined work processes through effective use of automation tools.
- Performed regular audits on suppliers, confirmed adherence to company's quality standards.
- Created a safer working environment through implementation of health and safety guidelines.
- Ensuring compliance with ISO standards, including ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018.
- Conducting internal audits and providing reports on quality assurance practices.
- Monitoring and improving product quality control processes.
- Implementing best practices to enhance operational efficiency.
- Business Process Writing and Management.
- Development of enterprise structure, job descriptions, charters, procedures, processes, guidelines,
- HSE (Health, Safety, and Environment) instructions, HSE registration journals, non-conformance and observation reports,
- Internal audit execution and documentation.
- Recording and protocolizing meetings held by management decisions.
- Writing labor norms.
- Conducting internal audits quarterly as per management directives, preparing reports, and systematizing them.
- Instigated corrective actions following non-conformances in QA audits.
- Created standard operating procedures ensuring continuous operational excellence.
- Performed root cause analysis to address recurring issues permanently.

Sales Specialist - Green Home Construction Store

Shamkir, Zayam | 05/2020 - 06/2021

- Monitored industry trends, keeping the company competitive in the marketplace.

- Participated in trade shows and industry events, raising brand awareness.
- Maintained accurate records of all sales activities, ensuring transparency and accountability.
- Drafted detailed reports on sales performance and forecasts.
- Provided excellent customer service and assisted clients in selecting the right products.
- Managed sales transactions and kept track of inventory levels.
- Developed marketing strategies to improve sales performance.
- Coordinated with marketing teams for successful product launches.
- Managed supplier and vendor networks for consistent merchandise flow.
- Provided customers with price information and handled financial transactions.

Designer - Code Academy

Azerbaijan, Baku City | 02/2018 - 06/2018

- Delivered high-quality designs under tight deadlines, ensured client satisfaction.
- Designed innovative product packaging, improved brand visibility.
- Prepared detailed sketches using digital and traditional mediums, brought ideas to life.
- Maintained up-to-date knowledge of industry trends, kept designs fresh and relevant.
- Created digital designs and visual content for projects.
- Utilized tools such as Photoshop, Illustrator, and AutoCAD for design creation.
- Developed branding materials, including business cards and marketing collateral.
- Presented concept visuals to clients, achieved approval on first attempt oftenly .
- Coordinated with production team for flawless design execution.
- Developed design guidelines and standards to maintain consistency across projects.
- Used skills in Illustrator, InDesign and GIMP to create unique images and layouts.
- Created 3D graphics and animations with Autodesk 3ds Max.

Documentation Specialist - AzerSun Company

Azerbaijan, Baku City | 07/2017 - 12/2017

- Implemented new documentation software to boost efficiency across multiple departments.
- Controlled access permissions for sensitive documents to uphold security protocols.
- Oversaw cataloguing process, minimising errors and improving overall operational efficiency.
- Ensured accuracy of technical specifications with thorough review processes.
- Managed and organized company documents and reports.
- Ensured compliance with internal documentation standards.
- Assisted in quality control processes related to documentation.
- Created standardised templates for company reports, enhancing overall brand image.

Mathematics and Informatics Teacher - Ulduz Courses

Azerbaijan, Baku, 8 November | 09/2016 - 05/2017

- Utilised ICT tools, enhanced interactive learning experience in classrooms.
- Communicated regularly with parents about their children's performance and behaviour at school.
- Adhered strictly to syllabus guidelines whilst teaching various subjects across different grade levels.
- Assessed student progress, provided constructive feedback for improvement.
- Taught mathematics and informatics to students, preparing them for academic success.
- Developed lesson plans and conducted assessments to track student progress.
- Encouraged critical thinking and problem-solving skills among students.
- Developed engaging lesson plans by applying knowledge of educational theories and methods.
- Planned and organised classrooms that consistently facilitated positive learning

experience.

- Collected, analysed and tracked data on student progress.
- Planned lessons according to national standards to cover all requirements and prepare for standardised tests.
- Used illustrative activities to help students explore concepts.

Skills

- Decision-Making proficiency
- Quality orientation
- Quality control expertise
- Quality Assurance & Compliance
- ISO Standards & Auditing
- AutoCAD & 3D Max
- Graphic Design (Photoshop, Illustrator, etc.)
- Business Card & Visual Design
- Technical Writing for Diploma Defense Projects
- Customer Service & Sales
- Knowledge of ISO 9001
- Internal audit proficiency
- Knowledge of QMS systems
- Computer system validation
- Quality training delivery
- Microsoft office suite proficiency
- Excellent communication
- Documentation review
- Documentation expertise
- Quality investigations
- Root Cause Analysis
- Quality Control procedures
- Documentation control
- Quality Assurance
- Database management
- Risk Assessment

Languages

Azerbaijan

Native

Turkish

Native

English

Intermediate

Russian

Beginner

Hobbies and interest

- Reading a book
- Playing with computer
- Listening music

Awards, Accomplishments, and Honours

- **First Place in Turkish Olympiad (Calligraphy Category)** – Demonstrated excellence in artistic and linguistic presentation.
- **First Place in International Olympiad (Azerbaijani Language, Regional Level)** – Recognized for outstanding proficiency and understanding of Azerbaijani language.
- **Successful Implementation of ISO Standards** – Played a key role in ensuring company compliance with international quality and safety standards.
- **Recognized for Excellence in Internal Auditing** – Received commendations for conducting detailed and effective internal audits.
- **Acknowledged for Process Optimization** – Contributed to enhancing efficiency in business operations through process documentation and improvements.

References

References available upon request.