



# VAFA KHUDIYEVA

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## SUMMARY

Highly organized Administrative Manager with experience in coordinating office operations, streamlining administrative procedures, and managing staff. Strong skills in problem-solving, strategic planning and team leadership have resulted in improved operational efficiency in previous roles. Proven ability to develop effective communication systems, manage budgets, and lead diverse teams towards organizational goals. Multi-talented and collaborative administrative manager focused on business efficiency and operational improvements. Dedicated and decisive leader with strategic and forward-thinking mindset offering several years of experience. Analytical problem-solver and persuasive communicator with talent for creative solutions.

## SKILLS

- Performance management
- Budget tracking
- Office administration
- Data analysis
- Customer service
- Operational reporting
- Team collaboration
- Project management
- Facility management
- Document organization
- Teamwork and collaboration
- Professionalism
- Strategic planning
- Staff supervision
- Office management
- Teamwork

## EXPERIENCE

### ADMINISTRATIVE MANAGER, 10/2021 - 04/2025

#### **English Camp**, Naftalan

- Assisted in the recruitment process by reviewing resumes and conducting interviews.
- Analyzed existing workflows within departments in order to identify areas where improvements could be made.
- Implemented new software programs designed to streamline operations within departments such as Human Resources or Accounting.
- Conducted performance reviews on administrative staff members to ensure they are meeting expectations.
- Oversaw the maintenance of office equipment, supplies, and facilities.
- Prepared regular progress reports to track budget expenditures, workflow, and performance metrics.
- Developed and implemented administrative procedures to maximize efficiency.

- Conducted performance reviews and provided feedback to employees on their job performance.
- Organized meetings between executives and outside vendors or clients.
- Ensured compliance with applicable laws governing employee rights such as labor laws or OSHA regulations.
- Created and maintained filing systems for employee records, financial reports, and other documents.
- Reviewed and approved department reimbursement requests, recording transactions to maintain financial accountability.

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**MANAGER**, 07/2022 - 03/2025

**Healthy Life Medical Education center**, Naftalan

- Conducted performance evaluations, providing feedback and coaching for team development.
- Streamlined communication channels, improving information flow and decision-making speed.
- Established and monitored KPIs to evaluate performance and identify areas for improvement.
- Implemented process improvements, resulting in an increase in operational efficiency.
- Coached, mentored and trained team members in order to improve their job performance.
- Interviewed prospective employees and provided input to HR on hiring decisions.
- Monitored staff performance and addressed issues.
- Planned and led team meetings to review business results and communicate new and ongoing priorities.

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**COMPUTER OPERATOR**, 09/2009 - 10/2010

**Sabina A MMC**, Sumqayıt

- Created detailed reports on system usage, performance metrics and other related data points.
- Monitored system performance, analyzed problems and provided solutions to technical issues.
- Assisted users with setting up their workstations, printers, scanners and other peripherals.
- Installed, configured and maintained computer hardware and software systems.
- Monitored data inputs to manage and maintain accuracy.

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**COMPUTER OPERATOR**, 03/2008 - 10/2008

**Azerbaijan Kingboxing and Muay Thai Federation**, Sumqayıt

- Created detailed reports on system usage, performance metrics and other related data points.
- Performed data entry tasks, including updating customer information in databases.
- Assisted users with setting up their workstations, printers, scanners and other peripherals.

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**YENI HƏYAT L MTK**, 11/2007 - 01/2008

**Cashier**, Sumqayıt

- Operated cash register efficiently and accurately, processed payments by cash, check, credit card, gift card or automatic debit.
- Assisted customers over the phone regarding store operations, product information and order placement.
- Provided excellent customer service while promoting loyalty programs to increase sales potential.
- Maintained cleanliness of checkout area including countertops, registers, windowsills and floors.
- Issued receipts, refunds, credits or change due to customers.

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**EDUCATION AND TRAINING**

**Secondary School No.21**, Sumqayıt, 2003

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**LANGUAGES**

**Azerbaijani:** First Language

**Russian:**

C2

**English:**

B1

Proficient (C2)

Intermediate (B1)

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**CERTIFICATIONS**

- Computer program
- Microsoft word,Excel,power point