

Aysel Huseynli



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14.10.1993

- International Education Advisor/Study Abroad Coordinator
 - Office & Administration Manager
- Translator (Azerbaijan-English, English-Azerbaijan Russian-English, English-Russian)
 - Volunteering experience in events (large-scale events, concerts, festivals, etc.)
 - 4-year experience
 - Certifications for Government Employees (BB)

■ EDUCATION & QUALIFICATIONS ■

Azerbaijan University of Languages

Bachelor Degree

International Relations and Regional Studies (British Studies)

September 2010 –May 2014

Kaplan International Colleges

English Course

UK, Cambridge

June -August 2011

Kaplan International Colleges

English Course

UK, Bournemouth

June -August 2012

Baku Engineering University

Master Degree

The Master of Business Administration (MBA)

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September 2017–May 2019

Evening classes

State Examination Centre of the Republic of Azerbaijan

BB Degree

2017-2022

■ REFERENCE LIST ■

Sevil Qurbanova

PhD Senior Lecturer of the Department of Innovation

Director of Academic Writing and Reading Centre
Azerbaijan University of Languages
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Rufat Mammadov

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CAREER HISTORY

04/10/2015–20/05/2016

International Education Advisor/Study Abroad Coordinator

USE STUDY GROUP

- Responsible for promoting study abroad opportunities to students, including advising students and supporting faculty in program development, and planning and implementing promotion and outreach activities.
- Manage the recruitment, selection, orientation and re-entry of study abroad students.
- Maintain and share accurate study abroad databases.
- Assist with student billing for study abroad programs.
- Coordinate with faculty and staff across campus to enhance experiential learning opportunities.
- Administer intercultural learning assessment tools at events, including both student learning evaluations and office/program evaluations.
- Collaborate and communicate with overseas counterparts and partner institutions regarding outbound student applicants.

15/01/2015–04/08/2015

Office & Administration Manager

CBC – CASPIAN BUSINESS COUNSULTANTS LCC

- Operate console switchboard. Place outgoing calls, answer incoming calls, forward calls to party, take messages, when necessary, notify (by phone) employees that visitors have arrived.
- Preparing official letters, presentations and reports in Azeri, Russian, English
- holding negotiations with business partners, -
- contracts preparations, -
- internet banking transactions
- Visa and migration organization.
- To make ticket /visa arrangements
- Provide clerical functions (e.g. scheduling, copying, data inputting, transmitting, telephoning, taking messages, responding to written and verbal inquires, etc.) for the purpose of supporting the needs of the department;
- Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using state government portal.
- Registration of expats: Register expats in Regional Migration Office; Prepare required documents and apply for residential and work permits;
- Typing formal documents, meeting guests, scheduling meetings, preparing billing information, translation/interpreting (internal meetings, external meetings, company documents)
- Correspondence with clients

- Arrangement of document translation and notarization
- Sending and receiving correspondence by mail and courier, arranging couriers, taxi requests, business trip related arrangements
- Performance of procedures for the maintenance of office - buying stationery, water, equipment, transport order, repair services, communication facilities and administrative support of the office and employees;
- Organizing complex weekly and monthly schedules, meeting arrangements, keeping files orderly, documentation and archiving documents;
- Organizing Board meetings, presentations, keeping minutes and reporting;
- Coordinate daily activities and urgent requests with relevant colleagues in order to find satisfactory solutions.
- Legal knowledge on labour legislation of Azerbaijan Republic

○ 27/10/2011–2015

Conference Interpreter, administrative assistant
Studybritish Executive Centre

Annually organized UK Education Exhibitions held in several countries for local students to study in UK and other countries. Students provided with detailed information regarding universities, studying abroad, camp/summer/language school opportunities; support in application process and living abroad.

- Help in organising Educational Exhibition for the Levant Education Group;
 - Marketing & Organisational assistance;
 - Promotion of the event in the social networks and in different local universities,
 - Hiring assistant staff for the event,
 - Tracking students' information.
- ✓ UK higher Education Exhibition "UK Education Tour"
 - ✓ Translator and Sheffield University's representative's assistant at Hilton Hotel Baku, October 26, 2013
 - ✓ UK higher Education Exhibition "UK Education Tour"
 - ✓ Translator and Sheffield University's representative's assistant at Hilton Hotel Baku, November 17, 2012
 - ✓ International Cultural Exhibition
 - ✓ Translator and Netherlands embassy's representative's assistant,
 - ✓ March, 2013
 - ✓ UK higher Education Exhibition "UK Education Tour"
 - ✓ Translator and Sheffield University's representative's assistant at Fairmont Baku, October 13, 2014
 - ✓ UK higher Education Exhibition "UK Education Tour"
 - ✓ Translator and Sheffield University's representative's assistant at Fairmont Baku, April 26, 2014

14/04/2014–30/05/2014

Internship programme

National Assembly Azerbaijan

Social Department Baku, May 1-30, 2014

Translation of Official Documentation (Russian, Azerbaijani, English); Preparation of Official Documentations;

14/04/2014–30/05/2014

Volunteer

Eurovision song contest 2012

Protocol Volunteer

Hilton Hotel Baku, Marriott Hotel Baku,

Park Inn Hotel Baku,

Crystal Hall

Baku May 15-29, 2012

FIFA U 17 Women's World Cup Azerbaijan 2012

Working with VIP and VVIP guests.

ACHIEVEMENTS

Certificate of Appreciation in recognition of her work as a translator and support offered during the Eurovision Song Contest 2012 by Ministry of Youth and Sports May 17-29, 2012

Certificate of Appreciation in recognition of her work as a translator and support offered during the Cultural exhibition by Embassy of the Netherlands in Azerbaijan March 17-29, 2013

Certificate of Appreciation in recognition of her work and support offered during the UK Higher Education exhibition, "UK Education Tour" October 26, 2013

Certificate of Appreciation in recognition of her work and support offered during the UK Higher Education exhibition, "UK Education Tour" November 17,2012

Certificate of Appreciation in recognition of her work and support offered during the UK Higher Education exhibition, "UK Education Tour, October 13, 2014

Certificate for successful completion of the English Courses ,hosted by Kaplan International Colleges 2013 in Cambridge, England, June -August 2011

Certificate for successful completion of the IELTS Courses ,hosted by Kaplan International Colleges 2013 in Bournemouth, England, June -August 2012

■ CONFERENCES, TRAININGS, SEMINARS , COURSES ■

"USA – Azerbaijan Forum: Vision for the future", Heydar Aliyev Center, May 29, 2013

"EU and the Eastern Partnership. EU and Azerbaijan relations" seminar , Azerbaijan University of Languages May,2013

Communication Skills Training: Seminars & Courses May 2012

Logistics and Transport - Training Courses May 2012

"Possible solution of the Syrian conflict" Simulation Game, Azerbaijan University of Languages, May 17, 2013

"Running for Public Office in America", by Texan politician George P. Bush, May, 2013

"Caucasus issues today" Simulation Game, Azerbaijan University of Languages, May 14,2012

"European Universities higher Education Exhibition", Hilton Hotel Baku, November 10-11,2012

■ RELATED SKILLS ■

- Hard working personality,
- ready to utilize all possibilities to meet management's deadlines
- Efficient, accurate and communicative
- Analytic and problem solving skills
- Communicating, maintaining and developing relationships
- Exceptional written and oral communication abilities
- Relationship Building and Punctual
- Open to Travel internationally and work extended hours'

LANGUAGES

- AZERBAIJAN Native language
- RUSSIAN Highly proficient in reading, writing and speaking.
- ENGLISH Fluent reading, writing and speaking ability. Qualified as interpreter and translator.
- GERMAN Good reading and translating ability.

COMPUTER SKILLS

- Advanced PC user
- Microsoft Office (Word, PowerPoint, Publisher, Outlook)
- Graphic design software (Adobe Photoshop, CorelDraw)

PERSONAL

- Hobbies: swimming,
- traveling,
- interesting in studying and improving myself
- Legal knowledge on :
 - ✓ The Constitution of the Republic of Azerbaijan
 - ✓ The Code of Ethics of Civil Servants
 - ✓ "Electronic signature and electronic document"
 - ✓ Law of the Azerbaijan Republic
 - ✓ Law of the Azerbaijan Republic
 - ✓ "On Combating Corruption"