



# Dilara Pirkishiyeva

Young professional with a broad history of work experience in Geographical Research, Tourism Industry, and Journalism. Dependable and organized team player with a wide range of skills and the ability to communicate effectively and efficiently.



+994 70 213 08 98



dilara.pirkishieva@gmail.com



Dilara Pirkishiyeva



Azerbaijan, Sumgait. AZ 5000

## Work Experience

Private Company. USA, West Palm Beach, FL.

Research Manager.

October 2018 - July 2020

- Gather geographic data through observations, maps, photographs, satellite imagery, and censuses which were submitted by amateurs and professionals.
- Link geographic data with data pertaining to a particular specialty, such as economics, the environment, health, or politics.
- Conduct research via surveys, interviews, and focus groups

Turizm.az Group of Companies. Baku, Azerbaijan

Processing Manager

February 2019 - July 2019

- Email data extraction of potential customers.
- Handling cash & bank related transactions if assigned.
- Maintaining & recording all application data in a timely and accurate manner.
- Investigate the integrity of documents and other information in connection with visa applications.
- Provide high levels of client service. Liaise with clients, organizations, other visa offices, other agencies within the Embassy and relevant agencies within the host country and Azerbaijan.

## Educational History

BAKU STATE UNIVERSITY

Bachelor's Degree 2015 - 2019

Geography

"Zaman və Biz" Newspaper. Baku, Azerbaijan

Special Correspondent

August 2019 - Current

- Report and write news stories for publication or broadcast, describing the background and details of events.
- Arrange interviews with people who can provide information about a particular story.
- Review copy and correct errors in content, grammar, and punctuation, following prescribed editorial style and formatting guidelines.
- Review and evaluate notes taken about event aspects in order to isolate pertinent facts and details.
- Determine a story's emphasis, length, and format, and organize material accordingly.

EU Neighbors EAST. European Union

Young European Ambassador

September 2018 - Current

- Represent the youth of our country and network with young people from the European Union and the Eastern partner countries.
- Exchange ideas, knowledge and experiences, discuss matters of concern to young people, share best practices, and work together for a better future.
- Visit universities and schools to spread awareness about first world problems.
- Brainstorming ideas and participating in training and workshops.

## Skills Summary

- Platforms: Microsoft Windows XP, Vista, Windows 7 & 8, MAC OS.
- Hardware & Networking: Windows & Android based devices Desktops, Laptops, printers, DSL Modem, Routers.
- Tools: Active Directory MS Office Suite (Excel, Word, PowerPoint, FrontPage and Access), Outlook, Fox mail and other Email Client Software configuration, Blogger.

- Positive attitude with grounded optimism
- Exceptional communication skills, highly organized, collaborative and detail oriented
- Excellent problem solving, time management and organizational skills
- Assessing and prioritizing multiple tasks, projects and demands
- Establishing and maintaining effective working relationships with co-workers and the public.
- Ability to interact, communicate and negotiate effectively
- Measure and observe customer usage and satisfaction and incorporate those findings into product and service developments
- Skills in multicultural work environment
- Additional set of hard/soft skills appreciated by employers

## Languages

- Azerbaijani – Native
- English – Proficient
- Russian – Mother tongue
- Turkish - Mother tongue
- Ukrainian – Pre-intermediate.

## Additional information

- Campbell University & DHS Foundation Awardee of 2020 for being The Best Social Worker
- Sustainable Development Changemaker in Habiba Community Egypt
- Volunteer work in organizations as AARC, USEIC, Wildlife Sense Greece
- Representative of Anex Tour in Azerbaijan International Tourism Fair