



# LEYLA HUSEYNLI

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## PROFILE INFO

Results-oriented professional with a robust background in procurement, supply management, and project coordination. Experienced in overseeing procurement activities, managing supplier relations, and optimizing inventory processes to ensure cost-effective and timely delivery. Skilled in project management, including budgeting, stakeholder engagement, and ensuring the successful execution of cross-functional projects. Proven ability to drive efficiency in supply chain operations while maintaining strong relationships with suppliers and clients. Looking to leverage my expertise in procurement, supply management, and project coordination to contribute to organizational growth and operational success in corporate sales, B2B sales, and category operations.

## EXPERIENCE

### 03.11.2023 – present

R-Turan LLC Company - Hybrid

#### Supply Manager

- **Inventory Management:** Expertise in managing product categories and ensuring optimal stock levels;
- **Procurement Processes:** Managed end-to-end procurement activities, including supplier negotiations, purchase orders, and timely delivery of goods;
- **Supplier Relations:** Negotiated with suppliers to secure favorable terms and maintained strong vendor relationships to ensure cost-effective procurement;
- **Compliance & Reporting:** Ensured compliance with supply chain regulations and maintained accurate records of inventory and procurement activities;

### 09.10.2023 – 01.07.2024

Federation of Women Associations of Turkiye - Project (Contract)

#### Assistant Project Manager

- **Project Coordination & Execution:** Led the 'Purple Spaces' project, providing psycho-social support to women, children, elderly, and disabled individuals affected by the 2023 Hatay earthquake; For more - <https://tkdf.org.tr/?lang=en>
- **Budget Planning & Allocation:** Managed financial resources based on regional needs, ensuring optimal distribution of aid and supplies;
- **Needs Assessment & Field Visits:** Conducted regular site visits to earthquake-impacted areas, evaluating necessities and adjusting budget allocations accordingly;
- **Stakeholder Engagement & Collaboration:** Coordinated with government entities, embassies, and UN agencies (UNDP, UNFPA, UN Women, ILO) through weekly meetings to align project goals;
- **Financial Reporting & Compliance:** Prepared comprehensive financial reports and progress updates, ensuring transparency and accountability in budget utilization.

### 05.06.2022 – 28.09.2023

Sabah Group Company (MOTHERCARE) - On site

#### Junior Category Specialist & Website Manager

- **Inventory Planning & Control:** Managed product categories, ensuring optimal stock levels and availability across retail stores to meet customer demand;
- **Sales Performance Analysis:** Conducted in-depth weekly sales analysis to monitor product performance, identify trends, and recommend strategies for improving sales and profitability;
- **Market Research & Product Introduction:** Researched and evaluated international products for potential introduction to the Azerbaijani market, including pricing strategies, taxation, and logistics coordination;
- **Team Training & Development:** Trained sales advisors on new product features, merchandising strategies, and customer engagement techniques;
- **E-Commerce Website Management:** Managed Mothercare.az, including design updates, online stock monitoring, and timely product uploads for a seamless customer experience.

## EDUCATION

### MBA (Master of Business Administration)

- Istanbul University | 2023 – 2025
- Language of Instruction - English

### Bachelor's Degree in Political Science and Public Administration

- Hacettepe University - (2017 – 2021)
- Language of Instruction - English

## COMPUTER SKILLS

- Microsoft office suite:  
(Word, Excel, Power Point, Outlook)
- Google Platforms:  
(Meet, Docs, Drive, Forms)
- Canva
- Zoom
- Microsoft Teams

## LANGUAGE SKILLS

- Azerbaijani - Native
- Russian - Native
- Turkish - Native
- English - C2

EXPERIENCE

07.06.2021 – 29.10.2021

PASHA Insurance - On site

Telesales Operator

- **Customer Support:** Addressed client inquiries and concerns, ensuring a high level of customer satisfaction and retention;
- **Product Knowledge:** Stayed updated on insurance products, policies, and regulations to provide accurate and reliable information to clients;
- **Client Onboarding:** Managed the end-to-end process of customer onboarding, including document collection, contract signing, and policy activation.

30.10.2020 – 30.11.2020

The State Committee on Work with Diaspora of the Republic of Azerbaijan

Volunteer

Played an important role in supporting Azerbaijan's diaspora initiatives during a challenging wartime period, leveraging social media and communication skills to promote national interests and coordinate international outreach:

- **Diaspora Engagement:** Supported diaspora-related projects by assisting in communication and coordination efforts with international stakeholders;
- **Media Outreach:** Facilitated communication with foreign media outlets via email to promote diaspora initiatives and programs;
- **Project Assistance:** Contributed to the organization and execution of short-term volunteer programs, particularly during challenging times such as wartime;
- **Administrative Support:** Assisted with administrative tasks, including document preparation, data entry, and event coordination.

07.10.2016 – 05.12.2017

GRBS Language School

Human Resources Intern

- **CV Screening & Shortlisting:** Reviewed and evaluated candidate resumes, ensuring alignment with job requirements;
- **Interview Coordination & Support:** Assisted in scheduling and conducting interviews, providing feedback to hiring managers;
- **Administrative Assistance:** Maintained HR records, organized documents, and supported daily operations within the HR department;
- **Recruitment Process Optimization:** Assisted in refining recruitment strategies to enhance efficiency and candidate experience.

SOFT SKILLS

- Stakeholder Management
- Critical Thinking
- Problem-Solving
- Analytical Thinking
- Event Management
- Organizational skills
- Time management
- Creativity and Innovation

TRAININGS

- Enterprise Summit
- Career Summit
- Time Management & Personal Development Seminar
- Travel Management Course
- Tourism & Retail Travel Sales Seminar

REFERENCES

Canan Güllü

President, Federation of Women's Associations of Turkey (TKDF)

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- Worked closely with Leyla during her role as Assistant Project Manager for the “Purple Spaces” initiative.