



# LEYLA HANIFAYEVA

## ABOUT ME

I am a person who is precise, flexible and eager to work with a team. As a disciplined person, I approach my work responsibly. Working accurately and honestly, I coped with the tasks assigned to me at a high level. I am confident that I will effectively use all my skills and experiences for the position I will be working on.

## COMPUTER SKILLS

MS Word	●●●●●
MS Excel	●●●●●
MS PowerPoint	●●●●●
MS Outlook	●●●●●

## LANGUAGES

Azerbaijani	●●●●●
Turkish	●●●●●
English	●●●●●
Russian	●●●●●

## PERSONAL INFORMATION

**Date of birth:** 13.05.1995

**Phone:** +994 (50) 994-13-38

**E-mail:** leehaniff13@gmail.com

**Address:** Baku city, Sabayıl dist.,  
Badamdar settl., T.Mammadov/25.

## EDUCATION

### Azerbaijan State University of Economics

MBA Management | 2020 - 2022 | Master

### Bahceshehir University Istanbul

Business Administration | 2017 - 2018 | Bachelor

### Baku Slavic University

Philology | 2012-2016 | Bachelor

## WORK EXPERIENCE

### On Human Rights of the Republic of Azerbaijan

Commissioner (Ombudsman) | Jan 2020 - May

### SOCAR

Marketing and Operations | Jan 2019 - Sep 2019

## PERSONAL QUALITIES

- High work ethics;
- Management skills;
- Time management;
- High communication skills;
- Disciplined;
- Prone to development;
- Confident;
- Effective problem solving.

## HOBBIES AND INTERESTS

- Art ;
- In addition, I am one of the founders and members of the "Birlik" (instagram - birlik.org.az) charity organization.