
Rashida Aliyeva, PMP®

Address: 8th Kichik-Gala Street 22/18, Baku, Azerbaijan
Email: rashidaliyeva@gmail.com
Phone: +994512817777

EDUCATION

Master of Science in Management [15/09/2019 – 30/06/2021]
Azerbaijan State University of Economics Baku, Azerbaijan

Bachelor of Arts in Management [15/09/2014 – 30/06/2018]
Azerbaijan State University of Economics Baku, Azerbaijan

High School [15/09/2014 – 30/06/2018]
132-134 Education Complex Baku, Azerbaijan

WORK EXPERIENCE

Senior Specialist of Project Management Department (01.08.2024-Present)

“Ateshgah Insurance Group” OJSC

Baku, Azerbaijan

- Develop project plans that identify resource and budgetary needs.
- Host project meetings at least once a week with team and managers.
- Provide feedback, advice, project updates and encouragement to team members.
- Manage deadlines and push the team to ensure timeliness.

Leading Specialist of Project Management Department (01.06.2024-01.08.2024)

“Ateshgah Insurance Group” OJSC

Baku, Azerbaijan

- Create project plans and schedules.
- Problem-solving
- Build workflow templates
- Prepare progress reports
- Create progress presentations for senior management
- Ensure that team members meet deadlines

Leading Specialist of VIP Customer Service Unit (2019 – 01.06.2024)

“Ateshgah Insurance Group” OJSC

Baku, Azerbaijan

- Establish and Develop relationships with the most prestigious clients of the company
- Provide personalized customer service in a manner that goes beyond what is expected
- Update and maintain a database of all the VIP customers for future references
- Prepare/submit proper documentation to the accounts for further follow-up of payments

Corporate Sales Specialist (2018 – 2019)

"Bank BTB OJSC" OJSC

Baku, Azerbaijan

- Increased the customer base, met up with new customers, presented the goods and price negotiation
- Registration of sales, calculation of bonuses, taking the orders, and following up the payments from the customers

Intern of the Law Department (2018)

"Kapital Bank" OJSC

Baku, Azerbaijan

- Preparation of banking reports, standard official documentation, worked with financial data and arranged mailings
- Get acquainted with bank legal and financial matters
- Enhanced abilities of working with client bases etc.

Personal Line Insurance Intern (2017)

"AXA MBASK Insurance Company" OJSC

Baku, Azerbaijan

- Networking and sales strategies to generate leads that convert prospective clients into new clients
- Presented existing and prospective customers with individualized policy options, quoted calculations, and educational materials to meet their needs
- Reviewed insurance policies for accuracy, coverage, and limits to recommend changes
- Delivered a high level of customer service when resolving billing, policy change, coverage, and claims issues
- Kept accurate personal information for all sales prospects and customers within insurance company databases

Underwriting and Reinsurance Intern (2016)

"Azerbaijan Industry and Insurance Company" OJSC

Baku, Azerbaijan

- Studied insurance proposals
- Gathered and assessed background information, including reports and medical records from specialists where appropriate, to effectively assess the risk involved
- Analyzed statistical information using specialist programs
- Calculated possible risk and decided on the premium - how much individuals or organizations should pay for insurance
- Decided whether the risk should be shared with a reinsurer
- Visited brokers or potential customers and prepared quotes
- Liaised with specialists, such as surveyors or doctors, for risk assessment, and developed good working relationships with brokers

Volunteer (2015)

"Baku 2015 European Games"

Baku, Azerbaijan

COURSES & SEMINARS & AWARDS

- "Project Management Professional" by Project Management Institute [01/2025 – 01/2028]
- "Practical Sales Course" by SAT Academy [10/2021 – 12/2021]
- The III International Scientific Conference of Master's and Doctoral Students in Economics and Management [05/2021]

- 2nd International Student Research and Science Conferences dedicated to the 98th anniversary of the National Leader Heydar Aliyev [04/2021]
- Training about Business Culture by Deloitte Azerbaijan [02/2020 – 05/2020]
- Online course on the topic of “How to Write and Publish a Scientific Paper” by Ecole Polytechnique [02/2020 – 05/2020]
- Online course of “Communication in the 21st Century Workplace” by University of California, Irvine [02/2020 – 05/2020]
- “Strategic Management” by Copenhagen Business School [02/2020 – 05/2020]
- Professional Communication Class by IAM Innovation and R&D Center [12/2019]
- “Sustainable Development Problems and Perspectives” [05/2018]
- "The 3rd International Competition on Management for Youth" [2016]
- Winner of Republic Piano Contests - Bronze Medal: Inepo-Euroasia international environmental project Olympiad Awarding [04/2013]

LANGUAGES LITERACY

- Azerbaijani (Native)
- Russian (B2)
- English (C1)
- Turkish (B2)

COMPUTER LITERACY

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Outlook

DRIVING LICENSE

- Category “B”

SOFT SKILLS

- Good in communications Punctuality
- Creativity
- Organized
- Self-Spotlighting
- Friendly
- Persistence
- Knowledge of social media
- Best-practices
- Leadership
- Stress tolerance