



## Aladdin Aliyev

Current place of residence: Baku, Azerbaijan

### Contacts:

Mobile: +994 70 364 64 44

Email: aladdin.a.97@gmail.com

Date Of birth:21/02/1997

### Key Skills

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- Analytical and strategic thinking
- Excellent communication, networking, and presentation skills
- Ability to negotiate and, close deals on favorable conditions
- Team player
- Stress-resistant
- Multitasking
- Excellent client-facing and internal communication skills
- Experience with project management software tools

### Education

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08/2015- 06/2019    **Azerbaijan State Agricultural University (Ganja, Azerbaijan)**

*Bachelor Degree in Veterinary*

11/2024            **IPMA Individual Competence Baseline Level B**

### Experience

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**11/2024- Currently Freelance Project Manager**

**Marketing project manager**

- Working with the marketing director to create a strategic marketing strategy and mapping out the tasks needed to implement that strategy.
- Ensuring customers and management are satisfied with the proposed marketing campaigns.
- Collaborating with writers and graphic designers to create advertising content.
- Creating and managing a content calendar and scheduling deadlines.
- Determining marketing campaign budgets and ensuring that all staff adheres to them.
- Maintaining an up-to-date understanding of the company, its products, and its client base to implement effective marketing campaigns.
- Managing and supervising marketing projects from beginning to end.
- Developing and maintaining strong working relationships with external vendors.

#### 11/2023 - 10/2024 KONSis MMC (Baku, Azerbaijan)

##### Event Project Manage

- Manage the project budget. The project plan thoroughly explains how the project will be executed and includes a budget, timeline, schedule, roles and responsibilities among other things
- Leadership: They need to be able to lead their team to success by providing clear direction, motivation, and support.
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Excellent client-facing and internal communication skills
- Report and escalate to management as needed
- Manage the relationship with the client and relevant stakeholders
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Delegate project tasks based on junior staff members' individual strengths, skill sets, and experience levels
- Use and continually develop leadership skills
- Develop spreadsheets, diagrams and process maps to document needs

#### 02/2019-10/2023 STAGE.AZ (Baku, Azerbaijan)

##### Event Project Manger

- Align event expenditure with event budget.
- Event management
- Coordination of service providers
- Communication strategy
- Monitoring and evaluation
- Finding and booking venues
- Conduct project closure sessions with clients.
- Develop event communication plans that are effective in delivering event key messages.
- Develop event floor plans with internal stakeholders based on clients' requirements.
- Lead discussion with clients to understand event scope and objectives.
- Develop recommendations for project plans including risk management plans.
- Liaise with clients on invoicing and payment matters to ensure timely settlement.

#### 05/2018-12/2018 – Marriott W Doha (Doha, Qatar)

##### Event manager assistant

- Planning proper layout according to the number of guests and the type of event.
- Managing proper timing of meal courses to be served with Head Chef
- Manage the availability of alcohol and soft drinks
- Determine the number of waiters and servers required for an event

#### 09/2017 – 03/2018 Caspian Production

##### INTERN: Event Manager Assistant

- Brainstorming and implementing event plans and concepts
- Handling budgeting and invoicing
- Preparing sponsorship packages
- Handling logistics
- Managing proper branding for sponsors as per contract
- Handling post-events reports

- **Language**

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- English – Advanced C1
- Azerbaijani- Native
- Russian – Native
- Turkish -Native

**IT SKILLS**

- MS-Office (MS Word, MS PowerPoint, MS Excel,MS Project): Advanced
- Photo and graphic editing software: Good
- Outlook :Advanced
- Resolume arena: Advanced
- 1C:beginner
- AutoCad: beginner
- Bitrix24/Tello: Advanced