



# IRSHAD SHIRINOV

## PROCUREMENT SPECIALIST

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Baku city, Bakikhanov settlement

## Education

### Bachelor's Degree

Azerbaijan State Economic University  
- Finance and Accounting  
2017 - 2021

### Master's Degree

Azerbaijan State Oil and Industry University  
- MBA (Organization Management) (FIBAA)  
2021 - 2023

Georgia State University of USA  
- Master of Business Administration  
2021 - 2023

## Skills

- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Access
- Microsoft Project
- 1C
- Official Correspondence

## Ability

- Development and management of procurement strategy
- Project management
- Financial analysis and reporting
- Leadership and team management
- Sales strategy and negotiations
- Risk and quality management

## Language

Turkish (Native) ★★★★★  
English (Advanced) ★★★★★  
Russian (Intermediate) ★★★★★

## About me

With three years of experience, I have specialized in managing finance, procurement, and sales processes. My expertise and strategic mindset not only enable me to manage companies but also contribute to their growth and development. Working alongside the foreign branches of my company, I have successfully organized financial management, procurement processes, and strategic planning in major projects across Qatar, Italy, Georgia, and Turkey. By managing international projects, I have gained significant experience in this field.

## Work Experience

### Manager

01.12.2021 - 02.02.2022

#### M-Studio LLC

- Presented customized architecture and design projects according to client requirements, increasing sales.
- Entered new markets in the construction sector and expanded project volume and variety by 25%.

### Deputy Director

02.02.2022 - 11.12.2022

#### M-Studio LLC

- Managed large-scale projects, completing 90% of them on time and within budget.
- Ensured financial discipline by preparing and managing the company's annual budget.
- Developed and managed an effective procurement strategy aligned with the company's construction and architectural projects.

### Director

11.12.2022 - 12.05.2023

#### M-Studio LLC

- Developed and implemented strategic plans to ensure the company's long-term growth.
- Managed international projects in the construction and design sector according to global standards, increasing revenue by 50%.
- Established long-term partnerships, drafted contracts, and managed their terms.

## REFERENCES

- Mehriban Ismayilova – CEO, M-Studio LLC – 050 222 92 99
- Sardar Salmanzadeh – Deputy Director, M-Studio LLC – 050 995 69 99
- Bakhityar Cafarov – Chief Architect, M-Studio LLC – 070 205 21 11