|  |  |
| --- | --- |
| _x0000_t75 | 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**

* 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

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

*Bachelor Degree in Veterinary*

*11/2024 IPMA Individual Competence Baseline Level B*

Experience

**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**

* 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