



Samra Nabizadeh

Date of birth: 15/08/1996 | **Nationality:** Azerbaijani | **Gender:** Female |

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Address: Baku, Azerbaijan (Home)

About me:

I have been working in educational sector as a specialist for 5 years.
Besides this have been teaching English for nearly 7 years.

● LANGUAGE SKILLS

Mother tongue(s): **AZERBAIJANI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● WORK EXPERIENCE

23/07/2018 – CURRENT Baku, Azerbaijan

ELECTRONIC MANAGEMENT OF EDUCATION AND EXAM ORGANIZATION SPECIALIST AZERBAIJAN STATE UNIVERSITY OF CULTURE AND ART

- Transferring all the staff and students personal and academic information into Eduman platform
- Adding and checking all the educational materials on electron
- Checking electron lesson schedules
- Checking the online attendance of teachers and students
- Organizing exam sessions
- Estimating the entrance points of the students
- Controlling the exam quality

● EDUCATION AND TRAINING

04/2023 – CURRENT Baku, Azerbaijan

IELTS CERTIFICATION British Council

Address Baku, Azerbaijan | **Final grade** 7

2019 – 2022 Baku, Azerbaijan

MASTER DEGREE HONOR DIPLOMA Khazar University

Address Baku, Azerbaijan | **Field of study** Educational administration | **Final grade** 92 |

Thesis Assessing the quality of online education during Covid-19 pandemic

2014 – 2018 Baku, Azerbaijan

BACHELOR DIPLOMA Azerbaijan State University of Economics • UNEC

Address Baku, Azerbaijan | **Field of study** Bachelor of Business Administration - BBA | **Final grade** 91 |

Thesis The Role of CSR in Business and Its Organizing Mechanisms

● **DIGITAL SKILLS**

Microsoft Teams - Work From Home | Zoom | Microsoft Word | Microsoft Powerpoint |
Microsoft Excel | Outlook

● **ADDITIONAL INFORMATION**

CONFERENCES AND SEMINARS

22/04/2021 – 25/04/2021

International Conference on Educational Administration The limitation of distance education in ASUCA

HONOURS AND AWARDS

01/12/2016

"Mən Paşa bank təqaüdçüsüyəm" – TGT, Paşa bank

HOBBIES AND INTERESTS

Reading, watching movies, taking photos, making tests, cooking

COMMUNICATION AND INTERPERSONAL SKILLS

Moderator Leading conversation club from different ages (AAA - The US-Educated Azerbaijani Alumni Association)

Trainer Teaching English for different ages

Interpersonal skills Problem solving-oriented, thinking positively, being punctual and responsible, using creativity