



## Gulnar Mammadli

**Date of birth: 26 June 1993**

**Baku, Azerbaijan**

[mamedli\\_gulnar@hotmail.com](mailto:mamedli_gulnar@hotmail.com)

### WORK EXPERIENCE:

**01/10/2018 - 28/08/2020** [Account Manager – “M Group Production”](#)  
[Baku, Azerbaijan](#)

#### **Responsibilities:**

- Building relationships with clients based on trust and respect;
- Managing a client’s projects from beginning to end;
- Collaborating with internal departments to facilitate client need fulfilment;
- Resolving complaints and preventing additional issues by improving processes.

#### **Projects:**

- “GLO” (01/03/2019 - present)
- “Pantene Altın Kelebek 2018” Project (01/10/2018 –31/12/2019)

#### **Marketing support to the projects:**

- “Maşın 17” reality show; “Maşın 18” reality show.

#### **Responsibilities:**

- Direct work with the General Sponsor of the Project;
- Coordinating with various teams so that the sponsor’s expectations are met;
- Ensuring all marketing efforts are on brand and on message across all touch points during the show.

**15/01/2018 - 31/08/2018** [Procurement and Supply Chain Manager – “Baku Engineering Supplies Ltd”](#)  
[Baku, Azerbaijan](#)

#### **Responsibilities:**

- Managing the entire process in the planning of procurement and supply chain activities, inventory control, logistics and distribution, ensuring effectively-functioning processes to avoid costly delays and lost opportunities;
- Managing relationships with vendors, suppliers and customers that facilitate smooth flow of services;
- Managing and monitoring tendering processes, evaluation, contract management, payment conditions, performance evaluation and risk assessment;
- Taking full responsibility for inventory management to include goods in, work in progress and finished product from order to delivery;
- Monitoring all locations where stock is held to ensure there is no waste, fraud or misuse of product or materials and that surplus or excessive stocks are not being held.

**10/10/2016 – 12/01/2018** Document Controller, Quality Assurance, Quality Control Department –  
“North West Construction LLC”  
NW KROBATH – JOINT VENTURE  
Baku, Azerbaijan

**Responsibilities:**

- Controlling all aspects of project documentation on multiple simultaneous projects;
- Utilizing various control methods/systems;
- Preparing, operating and updating Document Control Procedures in line with the Company’s Document Management System;
- Ensuring proper document control support;
- Producing and maintaining Document Progress Reports to Project Managers;
- Supporting user requests for documentation;
- Ensuring all templates used with compliance to the company standard;
- Tracking the pending documents through weekly progress reports;
- Notifying the involved party for tacking appropriate action on the pending document;
- Manual following up with the clients internal team to get an expected schedule for all pending documents.

**Projects:**

- “BRAVO HYPERMARKET Project– Akhmadly” (10/10/2016 – 03/03/2017)
- “BRAVO HYPERMARKET Project– 20<sup>th</sup> January” (05/03/2017 – 12/01/2018)

**18/01/2016 – 07/10/2016** Translator/ Document Controller - “North West Construction LLC”  
Quality Assurance/Quality Control Department  
Baku, Azerbaijan

**Responsibilities:**

- Translating QA/QC related documents;
- Ensuring that the translated version conveys the meaning of the original as clearly as possible;
- Proofreading, editing and revising translated documents, using Word and Excel;
- Storing, managing and tracing company documents, preparing letters, FAX, emails, messages and report for the business archiving company’s documents in special document control system and managing this system;
- Storing, managing and tracing company documents, preparing letters, FAX, emails, messages and report for the business archiving company’s documents in special document control system and managing this system;
- Storing, managing and tracing company documents, preparing letters, FAX, emails, messages and report for the business archiving company’s documents in special document control system and managing this system;
- Managing the operation of the document control centre to ensure that all users have the latest revision of appropriate documentation in a timely manner.

**26/05/2014 – 10/09/2014** [Travel Guide - "Summer tour" travel company](#)  
[Bodrum, Turkey](#)

**Responsibilities:**

- Meeting and assisting tourists at the airport;
- Accompanying tourists to the booked accommodation and guiding during check in process;
- Arranging their tour programmers, selling tours, dealing with disciplinary matters and tourists` complaints;
- Researching and sharing general information about Bodrum;
- Attending to operational problems such as booking errors and amendments, lost luggage or illness, providing first aid if needed.

**10/04/2014 – 24/05/2014** [Interpreter/Translator - "Anglo-American Business Services & ATTAS PR Alliance" company](#)  
[Baku, Azerbaijan](#)

**Responsibilities:**

- Answering or referring inquiries;
- Booking meetings, managing paper and electronic information;
- Translating different types of documents (diplomas, certificates, brochures etc.) into target language;
- Editing and reviewing translated texts to ensure they are right.

**VOLUNTARY WORK OR SOCIAL ACTIVITIES:**

**Responsibilities:**

- Answering or referring inquiries;
- Booking meetings, managing paper and electronic information;
- Translating different types of documents (diplomas, certificates, brochures etc.) into target language;
- Editing and reviewing translated texts to ensure they are right;
- Organizing excursions for delegation;
- Providing information about sightseeing.

**Projects:**

- The 1st World Forum of Graduates of Moscow State Institute of International Relations (MGIMO) (28/05/2013 – 04/06/2013)
- World Economic Forum Strategic Dialogue on the Future of the South Caucasus and Central Asia (10/04/2013 – 15/04/2013)
- The 8th session of the Intergovernmental Committee (07/04/2013 – 09/04/2013)
- The 2nd World Forum on Intercultural Dialogue (29/11/2012 – 10/12/2012)
- FIFA U-17 Women's World Cup 2012 (07/07/2012 – 13/10/2012)
- Eurovision Song Contest (15/05/2010 – 28/05/2012)

## EDUCATION AND TRAINING:

<b>2011 - 2015</b>	Azerbaijan Tourism and Management University, Baku (Azerbaijan) (Faculty: Tourism and Hospitality, Speciality: Guide/Interpreter)
<b>2005 - 2011</b>	High -School No.242, Baku (Azerbaijan)
<b>2000 - 2005</b>	High -School No.516, Moscow (Russia)

## PERSONAL SKILLS:

Languages: Azerbaijani – Native  
Russian – Excellent  
English – Excellent  
Turkish – Good

## Additional information:

- Excellent communication skills developed through experience in Tourism sphere (Geneva Tourism Workshop and presentation, Met Global DMC and other forums, exhibitions, workshops and etc.)
- Confident and articulate speaking abilities
- Have personal motivation with a proven ability to build and work collaboratively in a strong team concept environment, and independently
- Exceptional leadership skills developed through work experience in several events which are related to tourism
- Experience delivering client-focused solutions to customer needs
- Managing time effectively, prioritizing tasks and able to work to deadlines
- Excellent interpersonal skills and a professional telephone manner
- Utilizing a range of office software, including email, spreadsheets and databases.
- A comprehensive understanding of health and safety regulations
- Able to react quickly and effectively when dealing with challenging situations.
- Analytical problem solving and organizational ability
- Polished, professional, well-organized, and eager to learn and be challenged
- Good understanding and experience of document control systems, technologies, databases, processes and procedures
- Proven ability to juggle multiple projects at a time, while maintaining sharp attention to detail
- Excellent listening, negotiation and presentation abilities

## Computer skills:

- Microsoft Office
- Adobe Photoshop
- Internet Browsing