

MUSTAFAYEVA KAMARA



CONTACT

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LANGUAGES

English – B2

Russian – B1

Turkish – C2

SUMMARY

Student MBA, with concentration on human resources management. Bachelor in history, with concentration on cultural development of western societies. Currently employed by Barattson LLC, a leading educations services company.

WORK EXPERIENCE

11/2019 – present

Barattson LLC, Baku, HR assistant.

Responsibilities:

- Main recruitment tasks: development of job descriptions, placement of announcements and the screening applications.
- Organization of job interviews: development of main questions and various organizational issues.
- Conduction of special tastings in case of internal promotions.
- Development of job offers and presentation of new hire reports to head management.

02/2019 – 11/2019

Barattson LLC, Baku, coordinator, Operations dep.

Responsibilities:

- Supervision and coordination of works within the departments of language skills, finance qualification, cooperative and business training.
- Organization of new initiatives and projects for above mentioned departments (ex. new software adaptation, new equipment etc.)
- Assessment of works for departments, determination of shortages and provision of solutions for top management.

10/2018 – 02/2019

Barattson LLC, Baku, intern, HR dep.

Responsibilities:

- Preparation of agreements
- Assisting HR managers with organization interviews, screening, assessment
- Preparation of vacation documentation, drafting the vocational schedule
- Checking the attendance of employees.

EDUCATION

2018 - present

MBA (concentration HR management), State University of Economics, Baku.

2013 - 2017

Bachelor, History of Western Countries, Baku State University.

ADDITIONAL SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook)

REFERENCES

Lala Babayeva, head of Barattson HR department.

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