

Nargiz Suleymanova

Administrator (office manager and technical clerk)



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03.03.1994










LANGUAGES SKILLS

Azerbaijani  native/bilingual
Turkish  native/bilingual
English  full professional proficiency
Russian  limited working proficiency



IT SKILLS

 MS Word
 MS Excel
 MS Power point
 Adobe photoshop
 Outlook
 Windows system
 Internet explorer



OTHER SKILLS/ CERTIFICATES

VIRTUAL GELEDJEK LLC Certificate
AZERBAIJAN TGT Certificate
HUMAN RESOURCES KNOWLEDGE

- ✓ Excellent time management skills and ability to multi-task and prioritize work,
- ✓ Strong organizational and planning skills along with punctuality,
- ✓ Knowledge of human resources management practices and procedures
- ✓ Attention to detail and problem solving skills



WORK EXPERIENCE



HAYAT CLINIC MMC (2019 Jan-present)

- Establishing business contacts with foreign patients, Prepare operational reports and schedules to ensure efficiency
- Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff
- Translation of medical reports to English and forwarding to insurance companies
- Daily Give cash register report
- Meet patients and direct them to the following departments, with provision of general support to visitors
- Manage executives schedules, calendars and appointments



AY ISHIG EDUCATION CENTRE (2017 Oct-2018 Jan)

- English teacher
- To educate the students English language skills (grammar, writing, speaking, listening)



ULUCHAY LANGUAGE COURSE (2015) Translator.



EDUCATION



(2011-2015) AZERBAIJAN STATE PEDAGOGICAL UNIVERSITY

- Honors degree graduation
- Faculty-English teacher