





PERSONAL INFORMATION



Quliyev Cahid

 Zabrat 1, Yeni kənd, Bakı (Azerbaijan)
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Date of birth 01/10/1996 | Nationality Azerbaijani

WORK EXPERIENCE

1 Jun 2015–1 Sep 2015

Restaurant manager

Dalğa Beach, Baku (Azerbaijan)

to manage the waiters

To control service

10 Sep 2015–2 Jan 2016

Sales manager

Okuklu İnşaat, Baku (Azerbaijan)

~acquaint customers with products

2 Jan 2016–15 Apr 2017

Cashier-operator

Okuklu inşaat, Baku (Azerbaijan)

~preparation of daily reports

~paying salaries

~sales control

15 Apr 2017–15 Oct 2018

Office manager

Okuklu Dəməgül filialı, Baku (Azerbaijan)

organizing meetings and managing databases

transport and accommodation

organizing events or conferences

1 Nov 2018–26 Feb 2019

Office manager

Azsand MMC, Baku (Azerbaijan)

organizing meetings and managing databases

transport and accommodation

organizing events or conferences

manage office budgets

1 Mar 2019–8 May 2019

Sales manager

Piramida reklam, Baku (Azerbaijan)

Develop and implement a strategic sales plan that extends the company's customer base and ensures its strength

Employee recruitment, setting up goals, training and monitoring sales representatives

15 Jun 2019–9 Dec 2019

Accountant

Asena MMC, Baku (Azerbaijan)

■ Determines payroll requirements; maintains payroll data; prepares and processes monthly payrolls

- Explain billing invoices and accounting policies to staff, vendors, and clients
- Prepare and review budgets, revenue, expenses, payroll entries, invoices, and other accounting documents
- Analyze and review budgets and expenditures for local, state, federal and private funding, review contracts, and grants
- Prepare profit and loss statements and monthly closing and cost accounting reports
- Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control

11 Dec 2019–5 May 2020

Accountant

Ademsan MMC, Baku (Azerbaijan)

preparing accounts.
administering payrolls and controlling income and expenditure.
auditing financial information.
compiling and presenting reports, budgets, business plans, commentaries and financial statements.

EDUCATION AND TRAINING

15 Sep 2014–31 May 2018

Bachelor's diploma

Azerbaijan State University of Culture and Art, Baku (Azerbaijan)

~Art criticism

15 Sep 2018–Present

Master

Azerbaijan Tourism and Management University, Baku (Azerbaijan)

~MBA(management)

1 Mar 2015–28 Jun 2015

Certificate

European Games, Baku (Azerbaijan)

~Volunteer
~Casting
~Manager of groups
~Coordinator of volunteers

1 Mar 2017–22 May 2017

Certificate

IV Islamic Solidarity Games, Baku (Azerbaijan)

~Volunteer
~Member of casting team
~Manager of Opening and Closing ceremony's team

Certificate

Etica Academy

PERSONAL SKILLS

Mother tongue(s)

Azerbaijani

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A2	B1	A2	B1	B1
Russian	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages - Self-assessment grid

- Communication skills**
- ~a good presenter
 - ~timekeeper
 - ~manager of organizations
 - ~easily communication with people
 - ~skills of working with groupmates

Digital skills	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem-solving
	Independent user	Independent user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

- ~1C 8.3
- ~Microsoft Office