

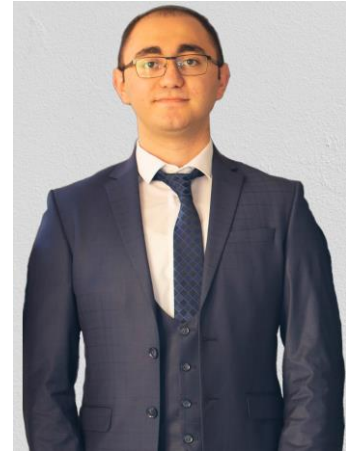
CURRICULUM VITAE

Rashad Rustamov

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Personal information

Date of birth: 25.11.1999
Nationality: Azerbaijanian
Marital status: Single



WORK EXPERIENCE

Period: October 21, 2019 – April 20, 2020

Company: 166 Global Logistics

Position: Quality Control Specialist

Key Responsibilities:

- Maintaining records of defective materials and ensuring that defective parts are repaired.
- Control the documents of the departments and if they have discrepancy help to solve this problem .
- Get ISO 9001:2015, 14001:2015 Certificates to company.

Period: June 22, 2019 – October 21, 2019

Company: “Yuktaksisi.az”

Position: Senior Office Manager, Designer

Key Responsibilities:

- Manage the team of the office.
- Communicate with customs to give price of company service.
- Controll documents of the office.
- Coordinate and discuss creative aspects with other team members working on the project.
- Create and design advertising circular page layouts.
- Create sale signs with strong concepts and designs.

CURRICULUM VITAE

Period: September 8, 2018 – June 1, 2019

Company: Small and Medium Business Development Agency (SMB)

Position: Volunteer, Designer, Content manager

Key Responsibilities:

- Communicate with entrepreneurs and help them to solve their business problems.
- Inform the entrepreneurs about agency.
- Register documents to Register Book
- Help agency's workers to solve entrepreneurs' problems quickly.
- Design brochures, certificates and Make presentation video for SMB Volunteers
- Create and design advertising circular page layouts.
- Collaborate with marketing and design teams to plan and develop site content, style and layout.
- Create and publish engaging content.
- Edit, proofread and improve writers' posts.
- Manage the website of the SMB (content manager)

References:

- **Nadir Adilov from Small and Medium Business Development Agency**
+994502114984 Deputy Chairman of the SMB
nadir.adilov@smb.gov.az
- **Ruslan İmanguliyev from Logistics and Supply Chain Business Management Center**
+99502106073 Chairman of the LSC
r.kerem@lsc.az

EDUCATION

September, 2016 - June, 2020 **Bachelor degree**
Azerbaijan State Economic University - The Faculty of "Business Administration"

CERTIFICATES

- ✓ **State Agency for Public Service and Social Innovations Under the President of the Republic of Azerbaijan** – Voluntary work in the areas of providing services to the public and assisting in customer flow management

CURRICULUM VITAE

- ✓ **Small and Medium Business Development Agency** - Voluntary work in the areas of providing services to the entrepreneur and assisting in customer flow management
- ✓ **Small and Medium Business Development Agency**- Volunteer of the Month award
- ✓ **Logistics and Supply Chain Business Management** - Active participation in the February Reports

LANGUAGE KNOWLEDGE

Azerbaijani – native

English – fluent

Turkish – fluent

COMPUTER KNOWLEDGE

Microsoft Office, Adobe Photoshop, Illustrator, After Effects, Premier, Lightroom Classic, Sony Vegas Pro 14, Camtasia 9

About myself:

- Very ambitious and able to take any responsibility
- Good accompanist in team works
- Quick adaptation to work environment
- Able to work under pressure
- Communication and negotiation skills