

Imran Heydarov

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Gender: Male Date of birth: 20/01/2000 Nationality: Azerbaijani

EDUCATION AND TRAINING

[2021 – 2023] **Tourism Economy/ Master degree**
Azerbaijan State University of Economics

City: Baku | Country: Azerbaijan |

[2017 – 2021] **Business Informatics/Bachelor degree**
Azerbaijan State Oil and Industrial University

City: Baku | Country: Azerbaijan |

WORK EXPERIENCE

[2021 – 2023] **Corporate Sales Manager and Tender Specialist**
Ofis Plus LLC

City: Baku | Country: Azerbaijan

- Ensures that authorizations and approvals are obtained for necessary procedural steps
- Ensures the preparation and implementation of contracts and additional agreements for the procurement of goods, works and services
- Carries out the audit of suppliers as and when required for the purpose of ensuring quality of the services provided by the suppliers
- Organizes tender documents on the basis of the Procurement Policies and Procedures, contributes to the discussions during tender committee meetings, prepares meeting minutes and implements relevant procedures
- Organizes the development of price quotation documentation on the basis of the Procurement Policies and Procedures, finds potential suppliers, sends out bid invitation, informs tender committee members about the results and implements all relevant procedures
- Conducts market research for cost saving purposes and identifies new potential suppliers

[08/2023 – 01/2024] **Sales Director**
Ofis Baku LLC

City: Baku | Country: Azerbaijan

- Successfully led a high-performing sales team
- Fostered long term relationships with top tier clients
- Designed and implemented data-driven sales strategies

CERTIFICATES

[12/2019 – 09/2020] **Azerbaijan Railways CJSC "Turnstile and Platform supervisor"**

- Assisting people during ticket purchase
- Ensuring safe boarding of passengers

[01/2020 – 06/2020] **AIESEC "B2C Manager"**

- Promoting both local and abroad projects for youth in social media as well as in universities
- Interviewing AIESEC project candidates

[07/2019 – 09/2019] **Agrarian Services Agency "Accountant"**

- Preparing debit/credit and amortization accounts
- Collecting of data and entering into the system

ACHIEVEMENTS

[09/2019] **Successful completion of volunteerism at the "Agrarian Services Agency" of the Ministry of Agriculture**

LANGUAGE SKILLS

Other language(s): English , Turkish , Russian

DIGITAL SKILLS

My Digital Skills

MS Excel | MS Outlook | MS Access | MS Powerpoint | MS Word | Etender.gov.az | 1C 8.3