Ayten Nabiyeva

Date of birth : 29.09.1993

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Baku, Azerbaijan

WORK EXPERIENCE

Clerck
Ministry of Internal Affairs of the Republic of Azerbaijan

08/2021 - Present   *Baku*
Sabunchu District Police Department, 15th Police Station

Achievements/Tasks
- Registration of incoming citizen requests in electronic and written forms.
- Assigning tasks to staff to ensure the execution of requests. Checking the full execution of tasks.
- Supervising the receipt, numbering, and execution of documents related to field inspectors.
- Monitoring the compliance of incoming documents with regulations, and ensuring non-compliant documents are returned and resubmitted in proper form.
- Supervising archival documents, ensuring their registration, and maintaining their safe storage.

Contact : http://sabunchu-ih.gov.az/az/sabuncu-rayon-polis-idaresi.html

Pre-school Teacher
School N° 213

09/2017 - 07/2020   *Baku*
Community-based preschool education project

Achievements/Tasks
- Supervising the documentation of children enrolling in and leaving the educational institution.
- Providing children with programs tailored to their developmental needs.
- Preparing and teaching materials in language, mathematics, and life skills for preschool children.

Contact : icmalayihesi.edu.az

EDUCATION

Master Degree -Azerbaijani Literature
Odlar Yurdu University

2023 - Present   *Baku*

Bachelor Degree - Philology
Baku Slavic University

09/2011 - 06/2015   *Baku*

SKILLS

- Microsoft Office programs
- Document Management
- Teamwork and Collaboration
- Attention to detail
- Technical Proficiency
- Time management
- Creative thinking
- Positive and friendly attitude

ACHIEVEMENTS

- 108-hour pedagogical course on "Early childhood development" (2020)
- 36-hours training on " Early child education" (2020)
- Interdepartmental Electronic Document Circulation - EDC program

LANGUAGES

English
Full Professional Proficiency

Russian
Limited Working Proficiency

Turkish
Native or Bilingual Proficiency