



Nazrin Mahmudova

Contact

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Baku city, Nasimi reg., Mirmahmud Kazimovski

Language

- English / B2
- Turkish / Native
- Azerbaijani / Native

Knowledge Programs

- MS Office
- AutoCAD
- SolidWorks
- CorelDRAW

Skills

- Management Skills
- Creativity
- Excellent interpersonal skills
- Time management and fast execution of work
- Ability to give practical ideas
- Critical Thinking

About Me

Dedicated and resourceful Document Controller and Mechanical Designer with expertise in document management and CAD software. Known for exceptional time management, creativity, and problem-solving skills. Adept at managing project documentation, ensuring accuracy and compliance, and delivering innovative design solutions. I believe that people with imagination should work and create such works.

Education

Bachelor of Polygraph Engineering 2019 - 2023
AZERBAIJAN TECHNICAL UNIVERSITY

Digital Architecture 2022 - 2023
Code Academy

AutoCad, Solidworks (CAD - 2D, 3D)

- Code Academy - Attendance certificate #codeforfuture
- Code Academy - Honor Diploma
- SolidWorks International Certificate

CSWA (Certificate SolidWorks Associate)



Experience

Document Controller / Mechanical Designer 2023- Present
Baku Shipyard

- Receive and send documents/drawings via email along with Document Transmittals.
- Verify received documents for accuracy, format, and compliance with the current Document Management Procedure.
- Manage the document lifecycle, including creation, review, revision, distribution, storage, and disposal, ensuring accuracy, completeness, and compliance with organizational standards.
- Establish and maintain document control systems and procedures for efficient retrieval and tracking, utilizing document management software or electronic systems.
- Coordinate document review and approval processes, routing documents to appropriate stakeholders, tracking progress, and obtaining necessary approvals.
- Oversee document distribution to ensure timely access for relevant stakeholders while maintaining confidentiality and security.
- Preparing and managing Department Procedure and Org. Charts.

Using Omni Win software and prepared G-codes for CNC cutting machines. Involved for:

Ro-Pax Vessel H114

Tanker Vessel H115

CSD-650 Vessel H116