



GULSHAN SOFIYEVA

Specialist in Data Processing

Profile

I worked as a data processing specialist at an insurance company, specifically managing databases of insured patients. I had a good understanding of underwriting. Additionally, I verified registries of clinics that invoiced us. I want to emphasize that I took my work very seriously and strived to develop not only within my field but also in other areas. With 8 years of work experience, I can say that I was diligent, resilient to stress, patient, and goal-oriented.

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Education

Bachelor of Accounting and audit

Azerbaijani State University of Economics
2015–2022

Expertise

Patience
Perseverance
Quick Learning
Ability
Communication
Skills
Teamwork

Language

Azerbaijani
Russian
English

Work Experience

2024
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2025
A-Group Insurance Company
Specialist in Data Processing

2023
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2024
Medi Club MMM
Manager–Coordinator for Foreign Patients, and
Senior Manager of the Coordination Department

2022
-
2023
Pasha Construction Company
Receptionist

2017
-
2022
Medi Club MMM
Registrar, Coordinator,
Manager–Coordinator