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| PERSONAL INFORMATION | FARHAD FARHADOV |
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| IMG_20190713_174732_189 | Binagadi region, 28 May settlement, Baku, AZ1074, Azerbaijan |
| +99412 4094055  +99470 2657978 |
| ferhad\_ferhadli@yahoo.com |
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| Skype: ferhad.ferhadli Watsapp: +99470 2657978 |
| Sex Male | Date of birth 08/08/1978 | Nationality Azerbaijani |

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| JOB APPLIED FOR  POSITION |  |

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| WORK EXPERIENCE |  |

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| (2012 - 2019)  (2010 - 2012)  (2008 - 2010) | Business manager |
| Pasha-K Company, Azerbaijan, Baku |
| * Overseeing daily business operations. * Developing and implementing growth strategies. * Training low-level managers and staff. * Creating and managing budgets. * Improving revenue. * Hiring employees. * Evaluating performance and productivity. * Analysing accounting and financial data. * Researching and identifying growth opportunities. * Generating reports and giving presentations*.*   Business or sector Medicine, cosmetic products and baby foods  Assistant director  Balam LLC, Azerbaijan, Baku   * Assist in developing and implementing plans and goals for the department * Work with the director to coordinate and supervise daily operations * Ensure compliance with regulations and internal policies * Monitor attainment of objectives * Undertake staffing responsibilities (hiring, training, evaluating etc.) * Assist in budgeting and monitoring expenses * Maintain scheduling of events and represent the company when needed * Create reports and submit them to the director or other executives * Fulfil duties as assigned by the director   Business or sector Baby products |
| Office Manager  Pasha-K Company, Azerbaijan, Baku   * organising meetings and managing databases * booking transport and accommodation * organising company events or conferences * ordering stationery and furniture * dealing with correspondence, complaints and queries * preparing letters, presentations and reports * supervising and monitoring the work of administrative staff * managing office budgets * liaising with staff, suppliers and clients * implementing and maintaining procedures/office administrative systems * delegating tasks to junior employees * organising induction programmes for new employees * ensuring that health and safety policies are up to date * using a range of software packages * attending meetings with senior management * assisting the organisation's [HR function](https://targetjobs.co.uk/career-sectors/hr-and-recruitment) by keeping personnel records up to date, * arranging interviews and so on.   Business or sector Baby products |

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| EDUCATION AND TRAINING |  |

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| (1999-2001)  (1995-1999)    1984-1995) | University  Baku State University  Master’s degree/Folklore and mythology  University  Baku State University  Bachelor’s degree/Philologist  Secondary school |  |
| Quba secondary school named after E.Bayramov | |
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| PERSONAL SKILLS |  |

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| Mother tongue(s) | Azerbaijani | | | | |
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| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | B1 | B1 | B1 | B1 | B1 |
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| Russian | A2 | A2 | A2 | A2 | A2 |
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| Communication skills | * good communication skills acquired in the team thanks to my experience as an office manager |

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| Organisational / managerial skills | * leadership * strong organizational skills |

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| Job-related skills | Economical use of finansal resorses |

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| Digital skills | SELF-ASSESSMENT | | | | |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | İndependent user | İndependent user | İndependent user | İndependent user | İndependent user |
|  | Levels: Basic user - Independent user - Proficient user  [Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences) | | | | |
|  |  | | | | |
|  | * good command of office suite (word processor, spread sheet, presentation software) * windows * computer formatting and software writing | | | | |

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| Other skills | * Micro and Unity, 1C |

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| Driving licence | BC (I have my own car) |

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