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

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| JOB APPLIED FORPOSITION |  |

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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 foodsAssistant directorBalam 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 ManagerPasha-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) | UniversityBaku State UniversityMaster’s degree/Folklore and mythologyUniversityBaku State UniversityBachelor’s degree/PhilologistSecondary 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 |
|  |  |
| 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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