



## MEDINA RZAYEVA

### BUSINESS MANAGER

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## EDUCATION

**Azerbaijan University (Full-time)**  
2022-2024 (Business management)

**Azerbaijan State Economic  
University (UNEC Part-time)**  
2024-2028 (Business management)

## SKILLS

- Business Analysis
- Excel for Business Analysts
- Microsoft Office suite - Teams, Outlook, Word, PowerPoint.
- Digital payments and electronic banking services
- Quick problem solving skills
- Creativity
- Teamwork
- Quick understanding
- Project Management

## LANGUAGES

- Azerbaijani Native
- English B2
- Russian A2
- Turkish C1
- German Beginner Level
- Italian Beginner Level

## ABOUT ME (19.06.2004)

Experienced and detail-oriented Office Manager with strong skills in business management, administrative operations, and team coordination. Proven ability to optimize office processes, enhance productivity, and establish effective communication within the organization. Skilled in budget management, scheduling, and implementing strategic initiatives to drive business efficiency. With a precise, responsible, and results-oriented approach, I am committed to contributing to the company's success by improving operational effectiveness and workflow efficiency.

## WORK EXPERIENCE

Volunteer

**Agency for Sustainable and Operational Social Security (DOST-3) Baku, Koroglu (2022 - 2023)**

I had a joint activity with the 3DK2920 team

**Azerbaijan Service and Assessment Network (ASAN4)  
Baku, Sabunchu (2023 - 2023)**

I graduated with 1st degree with 91 points. (K212)

**Baku City Circuit (BCC Academy) Baku, Boulevard (2024-2024)**

Gained hands-on experience as a BCC F1 volunteer, assisting with event organization, coordination, and operational support. Developed strong teamwork, communication, and problem-solving skills in a fast-paced environment.

Office manager

**Tiens 28may (2025 January-february)**

Experienced Office Manager at Tiens, responsible for overseeing daily operations, coordinating administrative tasks, and ensuring efficient workflow. Skilled in team management, communication, and organizational support.

## CERTIFICATIONS

**National Association of State Boards of Accountancy (NASBA)**

Registry ID: #140940

Continuing Professional Education Credit (CPE): 1.20

Certificate ID: e1d962a3c7ea8d73582959e1ab3b274a69838b75eedc644c76b185580888d1fa

**Oxford Home Study Centre (online)**

REGISTRATION NUMBER 971904

**HR Certification Institute® (HRCI®)**

**International Institute of Business Analysis (IIBA®)**

**Society for Human Resource Management (SHRM®)**

**Mərkəzi Bankın Təhsil Platforması ( 96.67%) December 2, 2024**

**LinkedIn learning certificates**