

**SABINA SALAHOVA ILHAM**

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Bakikhanov, R. Gambarov 18, Baku, Azerbaijan.



### Education

**Azerbaijan State Economic University**

2014-2018

Bachelors

Commerce



**Azerbaijan State Economic University**

2019-

Master

Marketing (Logistics)



### Experience

**Caspian Engineering Solutions**

03.09.2019 - 01.06.2020

Administrative Office Manager Assistant

- seeking reliable vendors or suppliers to provide quality goods at reasonable prices
- negotiating prices and contracts
- reviewing technical specifications for raw materials, components, equipment
- determining quantity and timing of deliveries
- forecasting upcoming demand
- control of customs and logistics process



**Caspian Engineering Solutions**

01.06.2020 - -

Procurement Specialist

- seeking reliable vendors or suppliers to provide quality goods at reasonable prices
- negotiating prices and contracts
- reviewing technical specifications for raw materials, components, equipment
- determining quantity and timing of deliveries
- forecasting upcoming demand
- control of customs and logistics process



### COMPUTER SKILLS:

Advanced Microsoft Office User Ms Word +++++ Ms Excel +++++ Ms

Outlook +++++ Ms PowerPoint +++++



### **Skills**

Active listening

Communication

Leadership

Reliable

Management skills

Problem-solving

Time management

Creativity



### **Language**

English +++++- Turkish +++++ Russian +++-