



MARYAM MURADZADE

FOREIGN RELATIONS

Experience

(October - November 2024)

**NAVIGATION AND CITYLOOK SPECIALIST
(BRAND AND MARKETING DEPT.)**

COP29 Azerbaijan Operations Company

- Providing delegates with up-to-date information about conference events and schedules, assisting in resolving logistical and operational issues, offering guidance about the city, including cultural and practical details, and ensuring a seamless experience for international participants by addressing inquiries efficiently.

(June - October 2024)

CUSTOMER RELATIONS MANAGER

International Business House (IBH)

- Conduct outreach to international oil and gas clients, promoting and selling professional development courses. Manage the CRM database, ensuring accurate client data and fostering long-term relationships with foreign professionals.

(November 2022 - June 2024)

ADVERTISING COORDINATOR

Caspian Event Organisers (CEO)

- Develop and execute advertising strategies for professional exhibitions, managing campaigns across local and international media to maximize visibility and attendance. Establish media partnerships, coordinate on-site activities with journalists, and use CRM system 1C to manage internal communications, while collaborating with associations and foreign exhibitions for cross-promotion and audience outreach.

(June - September 2022)

HR ASSISTANT / OFFICE ADMINISTRATOR

Human Capital Baku (HCB)

- Engage in effective communication with candidates, conduct CV screening, and perform thorough research on job descriptions. Manage documentation, correspondence, and various computer programs, while ensuring the office environment is well-organized and maintained to support operational efficiency.

(July 2021 - June 2022)

INTERNATIONAL RELATIONS DEPARTMENT INTERN

Azerbaijani Students and Alumni Platform (ASAP)

- Engage in effective communication with candidates, conduct CV screening, and perform thorough research on job descriptions. Manage documentation, correspondence, and various computer programs, while ensuring the office environment is well-organized and maintained to support operational efficiency.

Contact

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Education

(2018 -2022) - Bachelor's degree
Azerbaijan University of Languages
International Relations (UK Studies)

(2022 -2024) - Master's degree
Academy of Public Administration under the President of Azerbaijan Republic
International Relations and Diplomacy

Skills

- Media Relations
- External Communications
- Event Planning
- Google Workspace
- MS Office Tools

Language

- Azerbaijani - Native
- Russian - Native
- English - Advanced
- German - Pre-Intermediate