

Akxundova Leyla

Date of birth: 22.08.2005

Place of birth: Baku, Azerbaijan

Country of residence: Azerbaijan

Marital status: Single

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Education: Baku State University (Faculty of History)

Language Proficiency:

Excellent- Russia, Azerbaijan

Upper Intermediate – French, English

Information Technology Proficiency: MS Office applications.

Work experience:

Baku Smile Tour

Baku, Azerbaijan May, 2024

Baku Fire Tour

Baku, Azerbaijan July, 2024

Tourism promoters

- Contact potential purchasers such as retail agencies and associations in order to present tourism products
- Establish good customer relations and understand customer needs
- Show catalogues and explain booking procedures
- Illustrate and propose travel packages, rates, new products, and any favourable commercial conditions of the company he/she represents, such as discounts, promotional campaigns, and so forth
- Do utmost to stimulate the purchase of tourism products



- Organize training seminars regarding tourism products and related information
- Maintain a good company image

Formula One World Championship Limited (“FOWC”)

Baku, Azerbaijan Septembre, 2024

Sales promoters

- Setting up and maintaining a demonstration area, such as a table, stand, or booth at various events.
- Keeping the demonstration area tidy and well stocked with products, samples, and/or literature.
- Demonstrating the features of a product or service to potential customers.
- Employing interactive materials such as videos, charts, or slideshows to share information about a product or service, when necessary.
- Answering any questions potential customers might have about a product or service.
- Recording transactions and stock levels.
- Processing customers’ payments.
- Generating reports that outline customers’ interest levels, questions asked, number of products/samples/literature sold and/or distributed at various events.
- Staying up to date with product or service features

COP29

Baku, Azerbaijan November, 2024

Volunteer Experience:

- Assisting in the setup and maintenance of designated areas such as information booths, registration desks, or exhibition stands during the event.
- Ensuring the assigned area remains organized, well-stocked with informational materials, and visually appealing.
- Engaging with attendees to provide information about the event’s initiatives, programs, and goals.
- Utilizing interactive tools like videos, brochures, and presentations to effectively communicate key messages related to COP29.
- Addressing questions from attendees regarding the event’s objectives, schedules, or specific topics of interest.
- Monitoring and documenting attendance, interactions, and distribution of informational materials.

- Supporting event organizers by assisting in administrative tasks such as registration or session coordination.
- Compiling feedback and preparing reports summarizing attendees' interests, common queries, and suggestions for future events.
- Keeping informed about the latest updates and developments within COP29's agenda to provide accurate and timely information to attendees.