



Leila Alizada

I'm 22 years old. I studied at AUL as an english teacher. During my educational life I worked at ASAN Service, Formula 1 and was accordingly rewarded. I have recently obtained my Civil Service Sertificate. I am currently undertaking intensive preparation for the IELTS examination to enhance my academic and professional prospects.

Contact

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Address

Surakhani, Hovsan

Education

2020-2024

Student

University

Azerbaijan University of Languages

Expertise

- Microsoft Word
- Microsoft Power Point
- Wireframes
- Storyboards
- User Flows
- Process Flows

Language

English- B2

Russian- B1

2021

ASAN Service

Job position here

Assisted in delivering efficient public services by guiding visitors, facilitating administrative procedures, and supporting staff in daily operations. Strengthened communication, problem-solving, and organizational skills while interacting with a diverse audience in a fast-paced environment.

2022

FORMULA 1

Job position here

Supported the execution of an international sporting event by coordinating logistics, assisting attendees, and ensuring smooth operational flow. Enhanced teamwork, adaptability, and interpersonal skills while contributing to a high-pressure, dynamic event environment.

In May, I traveled to Turkey to gain practical experience and enhance my language skills. Consequently, I ensured that all my documents were fully prepared by that time to support my professional and academic endeavors.

From June to September, I focused on preparing for civil service examinations, successfully obtaining the BB2 and AC3 certifications. This experience enhanced my administrative knowledge, exam proficiency, and professional discipline.