



# ELNARA ASLANOVA

## ABOUT ME

Motivated and responsible individual with hands-on experience in sales, customer service, medical assistance, and office administration. Proven ability to adapt quickly in dynamic environments, communicate effectively with clients, and manage tasks efficiently under pressure. Known for a strong work ethic, attention to detail, and a positive attitude in both individual and team settings. Eager to grow professionally and contribute meaningfully to any workplace through dedication, flexibility, and continuous learning.

## PROFESSIONAL EXPERIENCE

**Saf-Med LLC — Baku, Azerbaijan**

**Administrator**

**Feb 2025 - Present**

**Managing patient schedules, coordinating clinical procedures, and overseeing day-to-day operations**

**Providing administrative support to the medical staff and ensuring smooth clinic workflow**

**Handling patient inquiries and maintaining documentation**

**Nurse**

**Oct 2023 - Feb 2025**

**Assisted doctors during examinations and procedures**

**Monitored patients and provided basic medical care**

**Maintained accurate patient records and ensured a hygienic clinical environment**

**Markof — Narimanov Branch, Baku**

**Sales Assistant**

**Jul 2022 - Dec 2022**

**Greeted customers and provided product recommendations**

**Handled inventory and ensured product displays were well-organized**

**Processed transactions and maintained customer satisfaction**

**Next Co. — 28 Mall Branch, Baku**

**Sales Worker**

**Mar 2023 - Jun 2023**

**Supported sales operations, assisted customers, and processed payments**

**Maintained floor cleanliness and merchandise presentation**

**Sales Adviser**

**Oct 2022 - Jun 2022 (Likely meant Oct 2021 - Jun 2022)**

**Provided personalized shopping assistance and fashion advice to customers**

**Ensured product knowledge and store policies were well communicated to clients**

**Part-time Team Member (SMM, Warehouse, Merchandising)**

**Oct 2021 - Jan 2022**

**Created social media content and contributed to brand promotion**

**Supported warehouse tasks including stock management and order preparation**

**Managed visual merchandising to attract and engage customers**

## CONTACT

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📍 Baki, Ceyhun Hacıbəyli

## EDUCATION

Ganjlik Vocational Medical Course, Nurse Qualification  
Baku, Azerbaijan — 2020-2022

Kondelen Full Secondary School, Sheki District Sheki, Azerbaijan — 2009-2020

## SKILLS

- MS Office & Outlook – Excellent user
- Russian – Intermediate | English – Pre-intermediate
- Adaptability & Stress -Management – Strong under pressure
- Teamwork & Communication – Friendly and responsible
- Customer Service & Sales – Client-focused and persuasive
- SMM & Merchandising – Experience with content creation and product displays
- Multitasking & Time Management – Efficient and organized
- Basic Medical Assistance – Knowledge of patient care and clinic routines
- Inventory & Warehouse – Experienced in stock handling and support