

# GONCA HASANOVA



## CONTACT

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- 📍 Baku, Qaradag region.

## Languages

English- Fluent  
Turkish- Fluent  
German- Beginning

## SUMMARY

A creative and business-minded individual with a degree in English Language Teaching and currently completing an MBA in Business Management. Experienced in English teaching, human resources, customer Support. Published author with a book available on several online platforms. Known for excellent interpersonal skills, adaptability, and strong command of digital tools including Microsoft Office. Always eager to combine creativity with strategic thinking to achieve meaningful results.

## SKILLS

- Communication & Interpersonal Skills
- Client Relationship Management
- Teaching & Training
- Creativity and Digital Literacy
- Adaptability
- Time Management & Multitasking
- Leadership & Problem-Solving
- Event Organization & Teamwork
- Basic knowledge of 1C

## EDUCATION

- **BACHELOR DEGREE- ENGLISH TEACHER** 2020 - 2024  
Azerbaijan University of Languages
- **MASTER DEGREE- MBA, BUSINESS ADMINISTRATION** 2024 - **present**  
Azerbaijan State University of Art and Culture

## Awards

1st place, "Azerbaijan dili milli varligimizdir" essay competition, Cebayil District (Receleveld 2 certificates

Active participant in the "Shusha you are free" essay competition organized by the AUL

Certificate of Distinction Essay Competition organised by conficius institute at the AUL

Received 2 certificate for active internship at the National Hero Mubariz Ibrahimov Bilasuvar Education

Received a positive character reference in recognition of my good conduct and responsibility.

## EXPERIENCE

### English Teacher Intern - Mubariz Ibrahimov Complex

- Conducted English lessons across different grade levels, adapting teaching methods to students' needs.
- Developed engaging lesson plans and classroom activities to enhance student participation.
- Built strong communication and rapport with students, creating a positive and motivating learning environment.

### Client&Human Resources intern - Nextgen Consulting

2024- 3 month

- Coordinated and managed client interactions, ensuring a smooth communication process and relationship building.
- Supported recruitment processes by identifying and engaging potential candidates for team roles.
- Assisted in candidate screening and interview scheduling, contributing to efficient hiring workflows.
- Maintained and analyzed team performance data to optimize talent placement and resource allocation.

### Volunteer - Ministry of Ecology and Natural Resources

2025

- Participating in environmental awareness projects and community initiatives.
- Supporting organizational activities and public events related to nature protection and sustainability.
- Developing teamwork, communication, and project coordination skills through active engagement.

### Star Academy

2025- present

- Conducted online English lessons for students of various age groups and proficiency levels.
- Focused on improving students' speaking, grammar, and writing skills through interactive and personalized lessons.
- Created engaging lesson materials.
- Developed strong communication and mentoring skills while helping students achieve academic and language goals.