



Narmin Xudiyeva

Senior HR Advisor | Recruitment Specialist | HR Operations

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📍 Yasamal District, Baku, Azerbaijan

Professional Summary

Highly organized and results-driven Human Resources professional with extensive experience in recruitment, onboarding, personnel administration, labor legislation compliance, and strategic HR operations. Strong expertise in the ƏMAS platform, employee documentation, recruitment coordination, and HR reporting.

Professional Experience

Ministry of Defence of the Republic of Azerbaijan

Senior Advisor – Civilian Employees Division

September 2024 – April 2026 Managed full-cycle recruitment and onboarding processes

Administered HR operations and employee documentation through the ƏMAS platform Processed contracts, leave requests, business trips, and disciplinary documentation Managed insurance and social benefit documentation through ƏMAS and E-gov portals Ensured compliance with labor legislation and internal HR policies Senior Advisor – Analytical and Strategic HR Division

May 2016 – September 2024 Managed HR orders, directives, and employee documentation

Prepared hiring, promotion, termination, and leave orders Administered employment record books and leave balances Handled employee absence and medical certificate documentation

Education

Azerbaijan State Pedagogical University

Master's Degree in Educational Assessment and Monitoring | 2016 – 2018

Azerbaijan University

Bachelor's Degree in English Language Teaching | 2011 – 2015

Technical Skills

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- 1C (HR Module)
- CRM Systems
- ERP Systems
- Recruitment & Onboarding
- HR Reporting & Personnel Administration
- ƏMAS Platform Operations

Certificates & Professional Training

- ƏMAS Platform Training - BMS Training Center (December 2023)
- HR Management Practical Training - ICT Center
- Human Resources Training - Ametist Academy (June 2025 - September 2025)
- Thematic Training on the ƏMAS Platform (A to Z) - MKS Academy (June 2025)
- Qualification in Human Resource Management - Talent Academy (August 2025)
- 1C Training (March 2026)
- International HR Professional Development Program (July 2026)