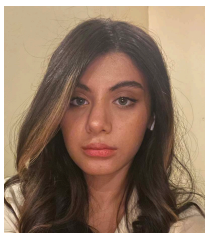


PERSONAL INFORMATION

Anjelika ALIYEVA



 75B S. Vurgun str, Baku, Azerbaijan, AZ1022
 +994 55 994 55 85
 alievaanjelika2001@gmail. com
 <https://www.linkedin.com/in/anjelika-aliyeva-750408282/>

Sex Female | Date of birth 15 October 2001 | Nationality Azerbaijani

WORK EXPERIENCE

22 June 2026– ongoing


Leading Specialist in Quality Assurance Department

The Chamber of Auditors of Azerbaijan Republic

(International organization)

Address: str., Baku, Azerbaijan.
Phone: 4656548
e-mail: audit-azerbaijan@audit.gov.az

My main job responsibilities were managing and maintaining the Quality Management System (QMS), ensuring compliance with ISO standards and internal procedures, developing and updating quality documentation, conducting internal audits, monitoring corrective and preventive actions (CAPA), analyzing quality performance indicators, coordinated with departments to improve processes, preparing reports for management, participated in external audits and certification processes, and ensuring compliance with regulatory and organizational quality requirements.

10 March 2025– 19 June 2026


Procurement Specialist

Enermus MMC

(International organization)

Address: 17/19, Hasan Aliyev str., Baku, Azerbaijan.
Phone: +994 12 525 95 95
e-mail: info@enermus.com

My main job responsibilities were managing the procurement of goods and services from foreign suppliers, including identifying reliable international vendors, negotiating pricing and contract terms, and ensuring the timely and cost-effective delivery of materials. I was also responsible for coordinating import documentation and customs clearance procedures, while maintaining compliance with international trade regulations and internal company policies. Additionally, I worked closely with cross-functional teams to align procurement activities with project requirements and delivery schedules.

1 June 2023 – 1 September 2023


Interpreter, Language Services Associates

Shams Translation

(International organization)

Address: 17/19, Mohsun Sanani, Baku, Azerbaijan.
Phone: +994 12 404 13 93,
e-mail: volunteers@bakugp.az

My main job responsibilities were interpreting in consecutive and simultaneous settings for a wide range of subjects, including medical, legal, and business meetings, as well as comprehensively communicating the source language into the target language while preserving the intended message.

WORK EXPERIENCE

10 June 2022 – 12 June 2022

**Volunteer***Baku City Circuit**Address: 93, Zarifa Aliyeva, Baku, Azerbaijan.**Phone: +994 12 404 13 93,**e-mail: volunteers@bakugp.az**My main job responsibilities as a road coordinator team member were organizing safe pass of guests, to direct pedestrians to the safe routine and control special pass ways to be used by staff only.***(International organization)**

12 June 2015 – 28 June 2015

**Volunteer***2015 European Games Baku City Circuit**Address: 41, Zarifa Aliyeva, Baku, Azerbaijan.**Phone: +994 12 404 13 93,**e-mail: volunteers@bakugp.az**My main job responsibilities as a table game supervisor were assisting functional areas (Security/Game Services) to achieve the designated goals on time and make sure the cross-fictional deliverables communicated well and no delays happened.***(International organization)**

EDUCATION AND TRAINING

September 2008 – May 2017


Primary school

(IB certified)

School №1205

Address: 19A Arkhitektora Vlasova str, Moscow, Russia.

Phone: +7 (499) 128-18-33

e-mail: 1205@edu.mos.ru

I was involved to the subjects appointed by school: Russian Language (native language), English language (taught language), World History, Mathematics, Computer Science, Geography, Technology, Music, Fine Arts.

September 2008 – May 2017


Secondary school (Curriculum in Russian)

(IB certified)

School Lyceum Complex №200 (IB certified)

Address: 71 Fatali Khan Khoyski str, 71, Baku, Azerbaijan.

Phone: +994 12 465-80-86

e-mail: mlk20043@gmail.com

I was involved to the subjects appointed by school: Azerbaijani Language (native language), English language (taught language), Russian Language, World History, History of Azerbaijan, Mathematics, Computer Science, Geography, Technology, Music, Fine Arts, Chemistry, Biology, Physics.

September 2017 – May 2019


Secondary school (Curriculum in Russian)

(IB certified)

School №1

Address: 14A S. Vurgun str, Dashkesen, Azerbaijan.

Phone: +994 55 309 42 69

e-mail: sevil.aleskerova_60@mail.ru

I was involved to the subjects appointed by school: Azerbaijani Language (native language), English language (taught language), Russian Language, World History, History of Azerbaijan, Mathematics, Computer Science, Geography, Technology, Music, Fine Arts, Chemistry, Biology, Physics.

September 2019 – May 2023


BA in Social Work (Curriculum in Russian)

(IB certified)

Baku State University

Address: 23 Academic Zahid Khalilov str, Baku, Azerbaijan.

Phone: +994 (012) 539 05 17

e-mail: bsu@bsu.az

- Graduated with GPA 4.0
- Thesis on "Usage of sociological technology in social work with children who attend shelter."
- Involved in Debate Clubs

EDUCATION AND TRAINING

September 2024 – June 2026

**MBA in Project Management (Curriculum in English)**

(IB certified)

Baku Higher Oil School

Address: 30 Khojali Avenue str, Baku, Azerbaijan.

Phone: +994 (012) 521 33 63

e-mail: info@bhos.edu.az

PERSONAL SKILLS

Mother tongue

Azerbaijani

Other language

UNDERSTANDING

SPEAKING

WRITING

Listening

Reading

Spoken interaction Spoken production

English Proficient user Proficient user Proficient user Proficient user Proficient user

IELTS Certified with overall band score 7.0, CEFR Level: C1

Russian Proficient user Proficient user Proficient user Proficient user Proficient user

Azerbaijani Proficient user Proficient user Proficient user Proficient user Proficient user

French Basic user Basic user Basic user Basic user Basic user

Strong Communication skills

Communications skills I gained in all the events, voluntary work and courses I attended have made more concentrated in collaborative approach.

Interpersonal skills

In my ongoing MBA study I developed a strong interpersonal skill during the final projects I organized with my classmates, because we have to learn how to work with a diverse group of people in a way that is both effective and efficient.

Critical thinking skills

During my studies I had to be able to analyze given information, so I can gain a comprehensive understanding of a topic or problem. This process allowed me to strongly develop effective solutions and strategies throughout my BA', as well as MBA's course.

Strong Negotiation skills

My job as a Procurement Specialist allowed me to strengthen my negotiation skills, attention to detail, and ability to work under pressure. I was responsible for sourcing goods and services from foreign suppliers, communicating with international vendors, preparing import documentation, and ensuring smooth and timely delivery of products. I also coordinated closely with internal teams and contributed to strategic purchasing decisions that supported the company's operational goals.

Organizational and Time Management skills

I successfully managed multiple procurement projects at the same time, consistently prioritizing urgent orders while ensuring accuracy and full compliance with company procedures. I was responsible for creating and regularly updating detailed procurement records, including vendor databases, price lists, and delivery schedules, which supported transparency and audit readiness. My role also involved overseeing the preparation and handling of all necessary import documentation to ensure smooth and timely customs clearance. Additionally, in my last year of High School, I organized a debate club in my school in less than a month. I communicated with the school administrations for permission, organization, and provision with the location for the event. I was responsible for guiding the participants and explaining in detail their assigned jobs.

Problem Solving and Adaptability

I resolved procurement issues like delayed shipments and customs detentions by communicating directly with suppliers and agents. My MBA helped me strengthen strategic problem-solving and adaptability, which I used to adjust plans amid delays or market changes to ensure business continuity. I identified root causes of disruptions, onboarded alternative suppliers when needed, and stayed calm under pressure to meet urgent deadlines without compromising quality or cost.

Computer skills

I have good command in Google Docs, Microsoft Office, Graphical (Imovie, After Effects, Photoshop, Canva).

Other skills

Photography, swimming, rhythmic gymnastics, writing.