

SAADAT KHALILLI

CONTACT

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PROFILE SUMMARY

Organized and proactive professional with a strong background in teaching and event coordination. Experienced in managing schedules, communicating with clients, and handling administrative tasks efficiently. Seeking a position as a receptionist or office manager where I can contribute my organizational skills, attention to detail, and customer-oriented approach.

EDUCATION

2012 - 2016
AZERBAIJAN UNIVERSITY OF
LANGUAGES

- Bachelor of Education

WORK EXPERIENCE

Baku City Department of Education 2024 - 2025
Junior Specialist

- Supported daily administrative operations within the education department
- Managed documentation, records, and data entry processes
- Ensured accuracy and confidentiality of educational records
- Collaborated with team members to improve operational efficiency

SKILLS

- Event planning & Coordination
- Customer Service
- Canva & Figma
- Time Management
- Microsoft Office
- Effective Communication
- Training & Mentoring

State School 119 2020 - 2023
English Teacher

- Assessed students' progress through tests, assignments, and regular feedback
- Provided individualized support to help students improve their weak areas
- Created a positive and motivating learning environment

Azerbaijan-Arab Countries Corporation 2017 - 2018
Event Coordinator

- Planned and organized events from initial concept to final execution
- Coordinated with vendors, venues, and service providers
- Managed event timelines and ensured all tasks were completed on schedule

LANGUAGES

- English: C1
- Turkish: C1
- German: A2
- Spanish: A1