



Esmira Valiyeva

Professional summary

Determined operations professional with a Master of Business Administration (MBA) focused in Organizational Management from the University of Azerbaijan Oil and Industry

Personal details

30/12/1994
Single

Contact details

Mobile: +994553143094

Email:
esmiraveliyeva12@gmail.com

Address:
Sumgait City, Azerbaijan

Languages

Azerbaijani: Native
English: Fluent

Skills

IT skills

Ms office (Excel,
Word, Outlook, Power Point)

Soft Skills

Strong Communication skills
Leadership skills
Teamwork skills
Effective problem solving skills

Work Experience

Accounting Operator

VMANN CONSTRUCTION COMPANY | February 2021 - 2025 November
Baku, Azerbaijan

- Accounting all benefits and expenses on Excel
- Turnover authorities on daily basis
- Managing reports and necessary documentation
- Cost estimating and developing the budget
- Analyze and recommend costs and cost savings
- Monitoring performance potential risks to the business
- Developing budgets for departments within the company based on projected expenses

General English and IELTS Instructor

London Language and Business School. | 2018 - 2021

- Teaching IELTS including spoken English to the students.
- Making teaching plans for the IELTS Program.
- Managing the class, preparing the lessons to be delivered to the students.
- Preparing and setting tests, examination papers, and exercise

Office manager

Satellite company | June 2016 - September 2016

- Oversee day-to-day operations.
- Design strategy and set goals for growth.
- Maintain budgets and optimize expenses.
- Set policies and processes.
- Ensure employees work productively and develop professionally.
- Oversee recruitment and training of new employees.

Group Coordinator

Baku 2015 European games | June 2015 - July 2015

- Maintaining and monitoring existing project schedules & drafting program status reports.

Online English teacher 2018-2025

Leader-member

Azerbaijan Liberal Youth Association (ALYA) September 2013 - December 2013

- Develop team strengths and improve weaknesses.
- Identify team goals and evaluate team progress.
- Resolve conflict.
- Organize team initiatives.

Academic History

Azerbaijan State Oil and Industrial University

Baku, Azerbaijan

**Master of Business Administration | Organizational Management |
September 2020-June 2022**

Main focus on Decision Making Under Risk and Uncertainty, International Business Environment, Human Resources Management, Design thinking, Organizational Leadership, Corporate Strategic Management, Problem Solving

Azerbaijan University of Languages

Baku, Azerbaijan

Bachelor of Filology | Journalism | Sep 2012-May 2016

Main focus on Filology , The World History , The Literature and Literacy, The Root of Spoken English, The World Literature, The Literature Theory, Psychology, English Grammar and Writing, Artistic Literature and Translation, Latin language, Linguistic Typology

Trainings

-Summer School in Modern English

Washington, USA

-Nato and South Caucasus, Challenges and Opportunities training

Novkhani , Azerbaijan

-Individual rights and Individual freedoms training

Novkhani, Azerbaijan

IELTS Certificate

7.5

