FIDAN MAMMADOVA

CAREER SUMMARY

Motivated Economics graduate currently pursuing a Master's degree in Project Management. Strong communication, organizational and administrative skills with experience in contract preparation, documentation and customer communication. Eager to contribute to a professional team while continuously developing my skills.

EXPERIENCE

Contract Specialist

Master N1 Education Center

- Communicated with clients regarding contracts and services.
- Prepared and processed contracts and official documentation.
- Entered and updated data in the system.
- Maintained accurate records and ensured proper documentation.

CERTIFICATES

- Social Media Marketing (SMM) Certificate
- ƏMAS Practical Seminar Certificate
- 1C 8.3 Accounting Software Certificate
- Certificate of Participation – Study Abroad Forum, European Azerbaijan School
- Young Economist Seminar Certificate – ADA University

LANGUAGES

- Azerbaijani
- Turkish
- English – B1
- Russian – A1

CONTACT

(+994) 77 568 25 21

fidanmammadovaa10@gmail.com

Khatai District, Baku, Azerbaijan

EDUCATION

Master's Degree in Project Management

Azerbaijan University of Architecture and Construction

Bachelor's Degree in Economics

Baku State University

English Language Course

Barrattson Language Center

Currently studying

TECHNICAL SKILLS

- Microsoft Office: Word, Excel, PowerPoint, Outlook
- Internet & Email
- 1C 8.3 Accounting Software

SOFT SKILLS

- Communication
- Teamwork
- Time Management
- Emotional Intelligence
- Stress Management
- Problem Solving