



# ALİZADA HUMAY

## Contact Information

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Azerbaijan, Baku

## Professional Summary

Motivated and responsible professional with experience in education, administrative support, and volunteer work. Strong communication, organizational, and teamwork skills. Able to work effectively under pressure.

## Hard Skills (Technical Skills) Languages

## Soft Skills (Interpersonal Skills)

- |                        |                          |                                  |
|------------------------|--------------------------|----------------------------------|
| • Microsoft Word       | • Azerbaijani – Native   | • Organizational skills          |
| • Microsoft Excel      | • Turkish – Native-level | • Teamwork and collaboration     |
| • Microsoft PowerPoint | • English – Intermediate | • Communication skills           |
| • Computer literacy    |                          | • Ability to work under pressure |

## WORK EXPERIENCE

### Teacher – Aghdash Day Care Center (Günərzi Qayğı Mərkəzi) (may-2024-december-2025)

- Responsibilities: Teaching young children, planning educational activities, maintaining classroom order, communicating with parents.

### Teacher Assistant – Baku Secondary School No. 31 (2022, 3 months)

- Responsibilities: Assisting main teacher in lessons, helping students individually, preparing teaching materials, supporting classroom management.

### Volunteer – Aghdash District Executive Authority, Citizen Reception and Document Management Department (2023, 3 months)

- Responsibilities:
  - Receiving citizens and listening to their issues
  - Managing, archiving, and circulating documents both digitally and in physical files
  - Preparing and recording vacation and business trip documents
  - Coordinating and distributing documents with other departments
  - Providing general administrative support

### Volunteer – Student Youth Organization (2021, 6 months)

- Responsibilities: Organizing student events, coordinating volunteers, supporting educational programs.

## Education

- Bachelor's Degree – Azerbaijani Language and Literature Teaching, Baku Girls University (2018–2022)

## Certificates

- Computer Training – Aghdash Computer Center (2022)
- Volunteer – Aghdash District Executive Authority (2023)