



# NURANE SHABILI



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## SUMMARY

Result-oriented professional with a diverse background in project management, organizational leadership, and analytical sciences. Proven track record in founding and leading international organizational branches, managing cross-functional teams, and executing strategic events. Certified in Project Management (University of Adelaide) and Molecular Biology (Saylor Academy, 92.59%), demonstrating a unique ability to master complex technical systems while maintaining high-level managerial oversight. Highly skilled in data analysis using Python and forensic investigation methodologies.

## SKILLS

- Cellular biology
- Event planning
- Language instruction
- Problem solving
- Effective communication
- Molecular and cellular biology
- Lecture preparation and delivery
- Molecular biology expertise
- Empathy and active listening
- Microbiology fundamentals
- Adaptability and innovation
- Supervision and mentoring
- Trim and finish work

## EXPERIENCE

### FOUNDER AND CHAIRMAN OF AZERBAIJAN BRANCH, 12/2025 - Current **SEKA-DER International Public Association**, Baku, AZ

- Established partnerships with local organizations to enhance community outreach efforts.
- Coordinated volunteer recruitment and training programs for community service projects.
- Facilitated workshops to raise awareness about social issues affecting local populations.
- Planned and executed events that fostered community engagement and participation.

- Provided leadership support during times of organizational change or uncertainty.
- Led strategic planning and execution to enhance profitability and company growth.

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**SENIOR INTERNATIONAL CUSTOMER SERVICE SPECIALIST (, 12/2025 - Current  
Teleperformance (Turkish Airlines Project), Baku, AZ**

- Provided support in navigating the Turkish Airlines booking system.
- Offered guidance on baggage policies and travel documentation requirements.
- Handled escalated customer issues with professionalism and care.
- Delivered strong support and mitigated issues to improve overall customer satisfaction.

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**ENGLISH LANGUAGE INSTRUCTOR, 12/2021 - Current**

**Mukhtarov Courses / Ayan Edu Center/ Independent, Baku, AZ**

- Designed engaging lesson plans for diverse student groups.
- Organized extracurricular activities to promote cultural exchange and learning.
- Wrote custom materials for teaching concepts and material to supplement or replace standard materials to add interest, focus on specific concepts and meet learning needs of student population.
- Organized field trips to reinforce classroom instruction with real-world experiences.
- Adapted course content according to each student's needs, abilities, and interests.
- Encouraged students to practice speaking English in class through group discussions.

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**CHAIRMAN, 09/2021 - 12/2022**

**Psychology Club, Khazar University, Baku, AZ**

- Organized events to enhance understanding of psychological concepts among students.
- Coordinated workshops with guest speakers to expand knowledge and skills.
- Led discussions on club initiatives to foster a supportive community environment.
- Provided oversight of all legal matters related to the company's operations.
- Initiated and led high-level negotiations, securing favorable outcomes for the organization.

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**EDUCATION AND  
TRAINING**

**The Open University (OpenLearn), Baku, AZ, 09/2025 - 09/2025  
Statement Of Participation: Forensic Science And Fingerprints**

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**University of Adelaide (via EdX/Online), Baku, AZ, 07/2025 - 08/2025  
Professional Certificate In Project Management: Introduction To Project  
Management**

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**Saylor Academy, Baku, AZ, 08/2025 - 08/2025  
Certificate Of Achievement In Introduction To Molecular And Cellular Biology:  
BIO101: Introduction To Molecular And Cellular Bio**

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**Khazar University, Baku, AZ, 09/2021 - 05/2025**  
**Bachelor of Science: Biology**  
  
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**Time Academy, Baku, AZ, 10/2025 - 11/2025**  
**IELTS Academic English Proficiency: Academic IELTS Preparation**  
  
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**Kamil Eyyubov Secondary School No. 12, Baku, AZ, 05/2020**

LANGUAGES	English:	C1	German:	A1
	<div></div>		<div></div>	
	Advanced (C1)		Beginner (A1)	
	Turkish:	C2		
	<div></div>			
	Proficient (C2)			

CERTIFICATIONS	<ul style="list-style-type: none"><li>Versatile and highly disciplined professional with a proven track record in leadership, project management, and award-winning analytical problem-solving. Expert at founding international organizational branches and managing diverse teams, complemented by a distinguished history of excellence in extra-curricular activities and intellectual competitions. Certified in Strategic Project Management (University of Adelaide) and Molecular Biology (Saylor Academy, 92.59%), I possess a unique capacity to master both administrative and complex technical fields. A consistent winner of high-level intellectual games (e.g., 1st place in Khazar University's 'What? Where? When?' and 3rd place in Sezar Cup by ADA University), demonstrating exceptional critical thinking and fast-paced decision-making skills. Multilingual and adaptable.</li></ul>
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ACCOMPLISHMENTS	<ul style="list-style-type: none"><li>Versatile and results-driven professional with a proven track record in strategic project management, analytical research, and high-level intellectual competitions. 2022 Youth Foundation Grant Winner for a large-scale intellectual project, demonstrating exceptional ability in securing funding and executing state-level initiatives. Certified in Strategic Project Management (University of Adelaide) and Molecular Biology (Saylor Academy, 92.59%), with a strong academic foundation in Biology from Khazar University. An award-winning intellectual competitor (1st place at Khazar University and 3rd place in ADA University's Caesar Cup), skilled in fast-paced decision making and complex problem-solving. With an Academic IELTS background and expertise in Python for Bioinformatics.</li></ul>
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REFERENCES	References available upon request.
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