

Khalida Guluzada



Phone: (050)787-77-15

Email: xalideguluzade2006@gmail.com

CONTACT

Guest-oriented professional with experience in reception and front desk operations. Efficient in handling guest needs, coordinating daily tasks, and maintaining seamless check-in/check-out. Reliable, adaptable, and committed to excellent service.

PROFILE

Azerbaijan University of Languages

Bachelor's Degree in International Journalism 2023 – 2027 (Expected)

Program conducted in English

EDUCATION

Operator/Receptionist - Qafqaz Baku City Hotel and Residences

(Baku, Azerbaijan, July 2025-October 2025)

Receptionist/Guest Service - Cop29, Athletes Village

(Baku, Azerbaijan — November 2024)

For both works, I worked across **rotational shifts (day, evening, and night)**, demonstrating flexibility and reliability.

WORK EXPERIENCE

Intern-Khazar Media Center June - July 2025

Acquired practical experience in newsroom operations by supporting field coverage and participating in news planning and editorial discussions.

TV Presenter & Media Intern — MTV Azerbaijan January - February 2026

Developed both presentation and production skills as a host of the children's TV program "Uşaq Akademiyası." Contributed to content creation while supporting studio operations, script preparation, and on-set coordination in a fast-paced environment.

MEDIA EXPERIENCE & INTERNSHIPS

Guest Relations & Communication

Excellent verbal and written communication skills.
Ability to manage guest needs with professionalism.

Operations & Organization

Strong time management and multitasking abilities.
Highly organized with strong attention to detail.

Systems & Tools

Opera PMS
Microsoft Office Suite (Word,Excel,PowerPoint)

PR Manager – AULMUN (Azerbaijan University of Languages Model United Nations) February 2024 – Present

I create and edit promotional video content for official social media platforms, supporting event visibility and audience engagement.

Shusha Global Media Forum (International Volunteering) – Airport Operations Team July 2025

With my team, we provided airport support for international delegates, including guest reception, registration verification, and coordination of arrivals, ensuring smooth passenger flow and professional first-contact service.

SOFT/HARD SKILLS

Language skills

Azerbaijani — Native proficiency
English — Fluent (spoken and written)
Turkish — Fluent (spoken and written)
Russian — Basic proficiency

Volunteering Experience

Model United Nations (MUN) Experience:

1st AUMUN - Director of the english committee, Azerbaijan University

4th BSU MUN - Director of the english committee, Baku Slavic University

ISESCO MUN - Journalist; awarded Best Journalist (english section)

AZUAC MUN - Active Delegate, Azerbaijan Academic Center MUN (english section)

1st & 2nd APA MUN - Delegate MUN (english section)

Sports Achievements

1st Place - Judo Tournament, Georgia (2019)

3rd Place - Judo Tournament, Azerbaijan (2019)

Certificates & Degrees