



# Gonca Hasanova

## Contact

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Baku, Absheron reg, Az1055

## Skills

- Microsoft office
- Basic C programming
- Communication
- Teamwork
- Leadership
- Adaptability
- Quick learning
- Problem-solving
- Decision making
- Respectful attitude
- Analysis
- Data mining
- Writing

## Education

Master of Business Administration (MBA)  
Azerbaijan State University of Art and  
Culture  
(2024-2026)

Bachelor's Degree  
English Language Teaching,  
Azerbaijan University of Languages  
(2020-2024)

## Languages

Azerbaijani - fluent  
English - fluent  
Turkish - fluent

## Summary

Motivated MBA student with a background in English Language Teaching, seeking opportunities in training support, customer service, administrative or assistant roles. Strong communication, organisation, and coordination skills, with openness to learning and contributing across different professional areas.

## Experience

- Draft2Digital- Independent Author

I write and publish my own books on the Draft2digital platform, managing the publishing process and achieving online sales.  
06/2025- current

- Nextgen Consulting- Hr intern

I worked as an HR intern, assisting with recruitment processes, cv screening, and HR-related documentation and administrative tasks.  
06/2025-09/2025

- Volunteer – Ministry of Ecology and Natural Resources

I volunteered for three months at the Ministry, supporting administrative work, documentation as well as participating in environmental activities such as tree-planting .  
09/2025-12/2025

- Sales Assistant – Grandmart Supermarket

I have eight months of experience working in sales, providing customer service, supporting daily store operations, and communicating effectively with customers.  
10/2024-05/2025

- English Teacher Intern - Mübariz brahimov Education Complex

I completed a three-month internship as an English teacher, where I assisted with lesson planning, classroom activities, and student support.  
02/2024-06/2024

- Private English Tutor

I have provided private English lessons to school-aged children at home, helping them improve their speaking, grammar, and overall language skills.  
01/2023-01/2024