

GULJAN KULAKHMET

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Date of birth: 21 May 1985
Marital status: Married
Work permit: **Valid until 16.06.2020;**



Education

2008 – 2009  University of
BRISTOL

Master in Public Policy (MSc)
University of Bristol, United Kingdom

2002-2006  L.N.GUMILYOV EURASIAN
NATIONAL UNIVERSITY

Bachelor of International Relations (Hons)
Eurasian National University named after L.N. Qumilev

EMPLOYMENT HISTORY

2017 September – Until now
Public Relations Assistant, Board of Directors and Trustees, Khazar University

2012 May – 2016 February

Expert, Cultural affairs division, The Embassy of the Republic of Kazakhstan in the Republic of Azerbaijan

Duties Included:

- Preparing reports for the ambassador and the Ministry of Foreign Affairs of Kazakhstan on current status and prospects of cultural and economic cooperation between Azerbaijan and Kazakhstan;
- Preparing speeches for the ambassador to make at different conferences and conventions dedicated to cultural partnership between Kazakhstan, Azerbaijan and third states;
- Organizing and coordinating events that promote Kazakhstan-Azerbaijan cultural, economic and political partnership;
- Maintaining and coordinating contacts across Azerbaijani Government, academia, civil society and other diplomatic missions.

2011 January – 2012 April

Manager, Humanitarian Projects Department, Nazarbayev University, (Project – Graduate School of Public Policy, Managed by National University of Singapore, Lee Kuan Yew School of Public Policy)

Duties Included:

- Implementing strategic plan for establishing cooperation and partnership with Lee Kuan Yew School of Public Policy;
- Coordinating and maintaining contacts and developing relationships with partner universities and schools;

- Negotiating, drafting, commenting and reviewing the budget and agreements with the stakeholders involved in each project;
- Developing academic programs and curricula with Lee Kuan Yew school of Public Policy;
- Establishing foreign faculty recruitment plan;
- Developing training and re-training programs, tailored to the needs and requirements of civil servants from different ministries and authorities of Kazakhstan, together with Lee Kuan Yew School of Public Policy, negotiating budget and programs with the Prime Minister's office;
- Supervising and control of adherence to the agreement, budget and schedule of the programs;
- Post-event evaluation including lessons-learned, feedbacks from and reports to stakeholders.
- Reporting to the academic boards, governing bodies and superiors.

2010 September – 2011 January

Head Manager, Center for International Programs under the Ministry of Education and Science of Kazakhstan

Duties Included:

- Supervising program managers, overseeing proper implementation of all key activities;
- Collaborating with the representatives from foreign colleges, universities and other educational institutions for special projects and programs;
- Facilitating development and implementation of policies and procedures for study abroad and exchange programs;
- Implementing international programs on personnel training, retraining and upgrading of qualification abroad, including Kazakhstan's Presidential Scholarship Program (BOLASHAK).
- Developing contacts and maintaining relationships with partner universities, colleges, schools and other educational institutions;
- Negotiating and reviewing the terms of partnership agreements and memoranda of understanding with foreign educational institutions;
- Liaising with partner institutions, external agencies, government departments and prospective students;
- Supervising the work of program managers in relation to "student lifecycle" starting from enrollment through graduation;
- Maintaining up-to-date database on all students and submitting reports to the Ministry of Science and Education of Kazakhstan.

2010 April – 2010 September

Ambassador's Assistant, Embassy of the State of Qatar to the Republic of Kazakhstan

Duties Included:

- Managing the Ambassador's office, determine priorities and providing timely and responsive administrative support;
- Researching and preparing correspondence, speech notes, travel programs, quarterly and annual reports and diplomatic cables as required.
- Organizing and coordinating events that promote cultural and economic partnership between Kazakhstan and Qatar;
- Liaising with governmental agencies, authorities and other diplomatic missions;

- Assisting with coordination of public diplomacy events;
- Assisting the Ambassador in running official communication with state authorities of the Republic of Kazakhstan;
- Assisting the Ambassador with consular issues.

2010 January – 2010 April

Senior Expert, Economic Research Institute

Duties Included:

- Planning and negotiating content, program, speakers, participants for the panel sessions of major economic forum in Astana, Kazakhstan with international partners (World Bank, UNECE);
- Searching for, liaising with and coordinating the speakers and participants for the panel sessions of economic forum;
- Drafting and negotiating relevant agreements with the speakers for the panel sessions;
- Planning, reviewing, overseeing and implementation of the budget;
- Preparing and delivering presentations, papers and reports on panel sessions.

2006 July – 2008 September

Manager, Center for International Programs under the Ministry of Education and Science of Kazakhstan

Duties Included:

- Implementing international programs on personnel training, retraining and upgrading of qualification abroad, including Kazakhstan's Presidential Scholarship Program (BOLASHAK).
- Collaborating with representatives from foreign colleges, universities and other educational institutions for special projects or programs;
- Developing contacts and maintaining relationships with partner universities, colleges, schools and other educational institutions;
- Managing student applications for enrollment and administering "student lifecycle" including registration and rendering further support to students for the whole duration of their study, training or retraining abroad;
- Preparing regular reports, collecting and organizing statistical information and providing the higher management with necessary data.

COURSES ATTENDED

March, 2007 - Malaysian Technical Cooperation Program (**Malaysia – Multimedia University**)

June-July 2005 - Ministry of Science and Education of Turkey – Exchange Cooperation Program (**Turkey – University of Technology and Economics**)

April-May 2005 - German Language for Workers with Youth Program (**Germany – Schprah Institute Tuebingen**)

LANGUAGES

Kazakh (native), **English** (fluent), **Azerbaijani** (fluent), **Russian** (bilingual proficiency), **Arabic** (intermediate), **French** (beginner)