

PERSONAL INFORMATION

ARZU MIKAYILZADE



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Sex Female | Date of birth 28/12/1984 | Nationality Azerbaijani

POSITION

English Language Instructor

WORK EXPERIENCE

September 2007- up to present: Khazar University Department of English Language and Literature Instructor

With following duties and responsibilities:

- Design educational activities that promote physical, social and intellectual growth of students.
- Enhance learning abilities and good habits in students.
- Communicate with parents about students' progress and development.
- Maintain classroom records, cleanliness and orderliness.
- Ensure safe learning environment in the classroom.
- Inculcate healthy habits and discipline in students.
- Plan, develop and implement appropriate curriculum.
- Maintain regular communication with parents and staff regarding students' progress.
- Help students to discover their creativity.
- Teach students to solve problems independently.
- Communicate students' academic performance to their parents.
- Ensure classroom discipline among the students.
- Provide a safe and healthy learning environment.
- Supervise and monitor students during their outdoor activities.

June 2007 –September 2014: Khazar University, School of Economics and Management, Assistant to Dean.

With following duties and responsibilities:

- Execute team assistant functions to various departments.
- Assist and support a team of administrative staff in their daily tasks.
- Performing general clerical duties to include but not limited to photocopying, faxing, mailing, and filing.
- Ordering and purchasing of office supplies (stationery, consumables etc).
- Assist team manager in conducting cross-functional team meetings.
- Adhere to the best standards and processes in executing team assistant functions.
- Complete work assignments under the guidance of project team leader.
- Organize and manage relevant databases.
- Assist and support teachers in planning educational programs for students.
- Communicate students' academic performance to their parents.
- Assist teachers in teaching students good housekeeping practices.
- Maintain complete academic and personal records of students.
- Ensure compliance of the laws and procedures of the University.

- Supporting examination schedules and reports.
- Maintaining and updating the Monthly Reports for Department.
- Organizing and scheduling meetings and other University events.
- Visitors and Students' registrations and personal meeting scheduling.
- Business information dissemination.
- Assisting in exams conducting and invigilating.
- Organizing and assisting students' registration process.

EDUCATION AND TRAINING

June 2017 **TKT, Module 1 Band 3(Language and background to language learning and teaching)**

October– December 2014 **English Language Teaching Methodology Workshop**
 Khazar University and sponsored by the U.S.A Embassy, Baku (Azerbaijan)

2005 - 2007 **Azerbaijan University of Languages**
 Master's degree, The Department of Linguistics
 Honor Diploma

2001-2005 **Azerbaijan University of Languages**
 Bachelor's degree, The Department of English Language and Literature
 Honor Diploma

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Russian	C2	C2	C2	C2	C2
Turkish	C2	C2	C2	C2	C2

- Communication skills**
- Good listener with a remarkable ability to understand instructions while paying attention to detail
 - Strong negotiating power
 - Power to facilitate communication process
 - Excellent ability to adapt to changing work environments
 - Special talent for communicating with staff in order to assist them in working flexibly

Computer skills ▪ good command of Microsoft Office™ tools, Power Point, Internet Explorer, Outlook

ANNEXES

