

## Yusif SADIGOV



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### **EDUCATION**

#### **Azerbaijan University, Baku, Azerbaijan**

*MA, Management, Master Business of Administration (MBA), (2012 - 2018)*

*Language of instruction: English*

#### **Azerbaijan University of Architecture and Construction, Baku, Azerbaijan**

*Bachelor's degree (graduated with honor), Economics and management of production fields and sphere of services (according to directions) (2007 - 2011)*

#### **High school #1 named after Adil Gasimov, Tovuz, Azerbaijan**

(1996 - 2007)

### **EXPERIENCE**

#### **‘Khazar University’, Baku, Azerbaijan**

*Lecturer (01.09.2023 to present)*

- Establishing and enforcing rules of behavior for students in the classroom
- Preparing lessons, units and projects to complete learning objectives
- Establishing and communicating clear objectives for lessons, units and projects
- Adapting teaching methods and materials to meet the interests and learning styles of students
- Encouraging students to explore learning opportunities and career paths
- Creating, assigning and grading various assessments for students, including tests, quizzes, essays and projects
- Working with students one-on-one when they need extra help or attention
- Tracking and evaluating student academic progress
- Managing student behavior
- Creating a safe, respectful and inclusive classroom environment
- Helping students improve study methods and habits
- Administering tests to evaluate students' progress

## **“GM Construction”, Baku, Azerbaijan**

*Project manager (07.06.2023 – 01.09.2023)*

- Project management in accordance with the established budget, schedule, quality standards and customer requirements;
- Representation of the company on the project, including regulation of relations with clients, consultants, subcontractors and government agencies;
- Determination of the necessary labor force, equipment and goods and materials for the project;
- Ensuring the coordination of Form-2 documents and other technical documentation prepared for the construction work at the facility;
- Establishing proper coordination between the architect and the customer regarding any changes or problems that have arisen during the implementation of the project, and resolving the existing problem;
- If necessary, control of the correct processing of drawings and diagrams necessary for the high-quality performance of work in the field;
- Control over the delivery of work by subcontractors involved in the construction site, in a timely manner;
- Ensuring compliance with safety rules in construction;
- Providing reports on the current status of the project and information about the project on an equal level to all stakeholders and ensuring the correct development of the project;
- Distribution of responsibilities and team management;
- Providing daily project management reports.

## **“Pasha Malls”, Baku, Azerbaijan**

*Project Coordinator (09.01.2023 – 10.04.2023)*

- Lead the assigned real estate construction projects on behalf of the operator/investor.
- Managing site and office meeting with subcontractors, operators, investors, and other stakeholders.
- Maintaining an appropriate communication among all stakeholders which work on the project.
- Technical review of all project in DWG files.
- Prepare design, spec and BOQ for revision works of the buildings
- Good follow-up the inspection agenda in malls.
- Witnessing of testing commissioning works of new upcoming projects.
- Doing inspections and preparing snag lists of upcoming and ongoing projects.
- Translating and transferring the needs of the leasing department to construction team.
- Update work schedules of ongoing construction projects regularly
- Preparing operator change requests (OCR), non-conformances requests (NCR) accordingly.
- Ensuring procedures and processes are cost efficient
- Perform or review analysis of changes to determine their impacts on cost, schedule, and quality
- Preparing Ad-hoc reports for senior management.

## **“Amina S& Services”, Baku, Azerbaijan**

*Project manager (21.06.2022 – 30.12.2022)*

- Apply designs and plans to mark out the site. This may include residential, retail, office or any other projects
- Built solid relationships with subcontractors to optimize cost savings and complete jobs within set deadlines.
- Forecasted, scheduled and monitored project timelines, personnel performance and cost efficiency.
- Created project plans with established timelines, assigned to appropriate teams and managed workflow throughout construction.
- Made changes to project scope and cost and implemented most effective change management processes to keep project up-to-date.
- Reviewed project risks and devised proactive strategies to avoid potential roadblocks. Drove continuous improvement of project delivery process by providing strong leadership.
- Led subcontractor meetings to convey project requirements, scope, milestones and regulatory compliance.
- Submitted budget estimates, progress reports and cost tracking reports
- Establish and maintain relationships with third parties/vendors

- Manage the relationship with the client and all stakeholders
- Defining project objectives, project scope, roles & responsibilities
- Tracking project and providing regular reports on project status to project team and key stakeholders.

### **“Facility Management Group (FMG/PMD)”, Baku, Azerbaijan**

*Construction engineer/project coordinator (14.08.2019 – 20.06.2022)*

- Apply designs and plans to mark out the site. This may include residential, retail, office or any other projects
- Works as part of the site management team liaising with and working alongside architects, supervisors and subcontractors. They share responsibility for site security, health and safety, and the organization and supervision of material and human resource
- Ensuring that all materials used and work performed are as per specifications and overseeing the selection and requisition of materials
- Acting as the main technical adviser on the site for subcontractors, crafts people and operatives
- Checking plans, drawings and quantities for accuracy of calculations
- Supervision of the construction process to ensure the result corresponds to the design
- Liaising with clients and their representatives (architects, engineers and surveyors), including attending regular meetings to keep them informed of progress
- Overseeing quality control and health and safety matters on site
- Preparing reports as required
- Resolving any unexpected technical difficulties and other problems that may arise.
- Developing construction plans, blueprints, and technical drawings/documents
- Overseeing and managing construction projects and engineering processes
- Analyzing and offering technical advice to construction designs
- Coordinating with Contractors and Suppliers about construction materials and project contracts
- Ensuring all construction activities comply with the industry standards, safety guidelines, and regulations
- Documenting detailed and accurate construction records
- Ensuring construction project completion on time and within the assigned budget

### **“Grandproje LTD”, Baku, Azerbaijan**

*Civil and design engineer (07.09.2018 – 31.07.2019)*

- Designs construction and structural projects by studying project concept, architectural drawings, and models.
- Drafting sketch for private homes
- Prepares engineering design by collecting and studying reports, maps, drawings, blueprints, aerial photographs and tests on soil composition, terrain, hydrological characteristics, and related topographical and geologic data.
- Maintains operations by enforcing project and operational policies and procedures.
- Provides engineering information by answering questions and requests.
- Complies with local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions.
- Monitoring and optimizing safety procedures, production processes, and regulatory compliance.
- Making recommendations or presenting alternative solutions to problems.
- Managing, design, develop, create and maintain small-scale through to large-scale construction projects in a safe, timely and sustainable manner
- Conduct on site investigations and analyze data (reports, tests, drawings and other)
- Oversee and mentor staff and liaise with a variety of stakeholders

### **“Baku Metro Project Institute”, Baku, Azerbaijan**

*Civil and design engineer (01.03.2016 – 24.08.2018)*

- Preparing projects for construction
- Preparing projects for new lines
- Developing detailed designs.
- Doing feasibility assessments and site inspections.

- Preparing and implementing project plans.
- Researching and providing estimates for projects.
- Monitoring and optimizing safety procedures, production processes, and regulatory compliance.
- Making recommendations or presenting alternative solutions to problems.
- Confidently liaising with clients and other professional subcontractors.
- Project management duties (e.g., managing budgets, resources, and deadlines; acquiring and compiling quotes, etc.)

### **“Baku Residence Design and Planning Institute”, Baku, Azerbaijan**

*Civil and design engineer (01.05.2010 - 15.07.2011 / 23.07.2012 - 26.11.2015)*

- Preparing projects for construction
- Drafting sketch for private homes
- Restoration or re-construction of expiry dated buildings
- High-storied buildings, hotels, restaurants, schools, kindergartens, warehouses, shopping centers, pumps, boiling rooms (preparation, design and construction with the implementation of the project to control).
- Confidently liaising with clients and other professional subcontractors.
- Analyzing survey reports, long-range plans and other data to design new projects
- Considering budget, regulations and environmental hazards during risk-analysis stage
- Preparing material, equipment and labor cost estimates and confirming costs are within the budget
- Forecasting design and construction timeline
- Using design software to create project drawings and renderings
- Managing repair and maintenance of infrastructure projects
- Project management duties (e.g., managing budgets, resources, and deadlines; acquiring and compiling quotes, etc.)

### **MILITARY SERVICE**

*National Army, Armed Forces (2011 - 2012)*

### **MY PROJECTS**

1. Capital reconstruction of Sabunchu district, sanatorium-type boarding school N10 disassembling and planning of sport and auditorium hall.
2. Designing of school N20 (B and D blocks)
3. Administrative building of oil and gas company (report and planning)
4. Administrative building of Pirallahy City Executive Power (report and planning)
5. Heydar Aliyev complex in Pirallahy district (report and planning)
6. Markhal Resort complex in Sheki city (SPA center planning)
7. Planning of 14-storied residence in Sahil settlement, Garadagh district

### **SKILLS**

**Languages:** Azerbaijani (native), English (intermediate), Russian (intermediate), Turkey (basic), Deutsch (basic)

**Computer proficiency:** Microsoft Office, 1C, Outlook, Engineering programs (Auto Cad 2015), Reporting program (Lira 9.6),

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