



Gulban Rahimli

Skilled multitasker with superior work ethic and good teamwork organizational skills. Willing to take on any task to help team.

Reliable and dedicated team player with hardworking and resourceful approach.

CONTACTS

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Baku, Azerbaijan

SKILLS

MICROSOFT WORD
POWER POINT
MICROSOFT EXCEL
HTML
CSS

LANGUAGE S

ENGLISH - ADVANCED
NORWEGIAN - INTERMEDIATE

CERTIFICATES

IELTS Certificate - Overall band score 7.5

EDUCATION

Bachelor's, International Relations and Regional Studies - 05.2022

Azerbaijan University of Languages - Baku

Master, International Relations - 2022

Khazar University

EXPERIENCE

Dean Assistant 01.01.2023-ongoing

Khazar University – Baku, Azerbaijan

Intern 02. 2022 - 05. 2022

Embassy of Islamic Republic of Pakistan - Baku, Azerbaijan

- Perform assigned tasks with full accuracy.
- Collaborate with colleagues to prepare projects.

Volunteer 08.2021 - 09.2021

"Migration Volunteer" Public Union - Baku, Azerbaijan

- Used strong interpersonal communication skills to convey information to others.
- Met with other volunteers and program leaders to discuss new service opportunities.
- Supported engaging, fun and smooth-running events by helping with organization and planning.

Volunteer 06.2021 - 09.2021

"AVMVB" - Sumgayit, Azerbaijan

- Greeted visitors and helped them either find the appropriate person or schedule an appointment.
- Type documents such as correspondence, drafts, memos, and emails.

Intern 06.2021 - 08.2021

State Social Protection Fund - Sumgayit, Azerbaijan

- Interacted with citizens and listened their problems, questions in-person to provide information and guide them.
- Learned how to assess citizens' appeals and how the system works.
- Developed computer proficiency, collaboration, communication, attention to detail, time management skills.
- Compiled paperwork to support department.