



(+994 55) 355 34 30

leylaqoculu@yahoo.com

LEYLA MƏMMƏDOVA

EDUCATION

Master degree – Baku State University, Faculty of Law, 2003-2005

Bachelor degree - Baku State University, Faculty of Law, 1999-2003

WORK EXPERIENCE

- **Lawyer**

“Giltex” LLC (formerly known as “Gilan Tekstil Park” LLC), February/ 2019-continued

(protection of society's interests in state bodies and courts, registration of changes in the company's constituent documents, drawing up contracts, agreements, addenda, providing them with a legal opinion, providing legal advice to other departments, conducting legal investigations, conducting other legal affairs on the instructions of the management)

- **Lecturer and seminar instructor** “Basics of law”
Khazar University, September/2015 – continued

- **Lawyer**

“Business Service Centre” LLC, September/2014-November/2015

(drafting of documents (mainly labor law), participation in presentations for client companies, conducting legal research (e.g., in the field of medical law)

- **Content manager** (freelance),
“Rbrand”, January/2014-September/2014

(Participation in the creation of the company brand, writing slogans, representation in social media)

- **HR manager,**
“Kermur Consulting” LLC, February/2008-October/2009

(Conducting personnel documentation of companies operating in various fields, including construction, restaurant, health and beauty center, office rental, participating in inspections conducted by various government agencies)

- **Lecturer/instructor** (Constitutional law, Administrative law, Election law, Basics of law),
Khazar University, February/2006-July/2009, September/2010-February/2012

- **Assistant investigator,**
Department of preliminary investigation of tax crimes, July/2005-December/2006

TRAININGS

- International Conference on Medical Law in the Age of Artificial Intelligence, Injuria Legal Platform, June 2022
- Corporate law training, AYNHA, February, 2022
- Medical Law, International Online Forum, Injuria Law Platform, November, 2020
- Intellectual property rights, AYNHA, February, 2018
- Inheritance right, AYNHA, March, 2018
- HR Summit, 2017
- Fundamentals of corporate law. Emin Karimov's presentation. January, 2017
- "Preparation for Labor Inspection inspections" training, December, 2016
- MIRF (National Human Resources Forum), October, 2016
- HR Debate-Networking II, Training Center Azerbaijan, November, 2016
- Banking law, RSH Consulting, February, 2016
- Legal and practical basics of using the electronic government portal training course, "Business Service Centre" LLC
- Legal English course, Khazar University

LANGUAGES

Azerbaijani- native, Russian- fluent, Türkish- intermediate, English-intermediate

SKILLS

MS Office (normal user), AutoCAD, 3ds MAX (beginner)