

PERSONAL INFORMATION

SABIRA SHAHMAROVA

📍 Garadagh district, Lokbatan settlement, Nizami Street, AZ1063 Baku (Azerbaijan)
Mobile: +994 77 277 1580

✉ sabirashahmarova@gmail.com
<https://az.linkedin.com/in/sabira-zeynalova-ba485110b>

WORK EXPERIENCE

Sep 2016–Present

Lecturer in Civil Engineering Department

Khazar University, Baku (Azerbaijan)

<http://www.khazar.org/>

- » Subject – English for Special Purposes (ESP)
- » Subject - Concrete Technology
- » Subject - Construction Materials
- » Subject - Economics of Construction

April 2021–Present

Concrete Laboratory Lead Engineer

NORM OJSC Cement Plant

Garadagh district, Umid settlement, Sangarqaya – 1 road, 7th km 1., AZ1006 Baku (Azerbaijan)

www.norm.az

- » Ensuring that laboratory equipment is in constant good condition,
- » Analyse all products and non-conformance processes and evaluate all documents to ensure maintenance of optimal quality and prepare daily and monthly reports to evaluate performance,
- » Preparation and application of documents in accordance with API SPEC Q1, ISO 9001, 14001, 17025 and OHSAS 18001 standards,
- » To organize laboratory analysis for the production of concrete in accordance with the relevant standards (AZS, EN, GOST, BS, API, ASTM, etc),
- » Analysing the customer complaints,
- » Development and application of an appropriate mix design to address the challenges faced by the customer in the production area
- » Adapt updated standards to instructions
- » Responsible for preparing and providing Progress trainings and assessments for the staff,
- » Following Quality Control Plans and making sure that it is synchronized with lab equipment's,
- » Product quality monitoring, analysis of quality changes and suggestion of necessary measures,
- » Leading of the laboratory workers (totally 3-4 laboratorians and engineers) and to control the laboratory works.
- » Identify the root causes of loss of quality, non-compliance, and provide appropriate solutions based on the report submitted,
- » Planning and implementation of laboratory and industrial tests, preparation of reports together with relevant departments,
- » Investigation, analysis, and resolution of quality complaints
- » Follow the rules of Occupational safety and health and make sure all lab employees are also applying,
- » Controlling the number of laboratory equipment in the warehouse and arranging orders for new ones if necessary
- » Market monitoring of new materials and products (raw materials for concrete and mortars), study of possible application of potential construction materials in cement/concrete production

» Follow the work order of equipment's and organize calibration and verification of equipment's within the determined period

Aug 2016–April 2021

Concrete Laboratory Engineer

NORM LLC Cement Plant

Garadagh district, Umid settlement, Sangarqaya – 1 road, 7th km 1., AZ1006 Baku (Azerbaijan)

www.norm.az

- » Ensuring that laboratory equipment is in constant good condition,
- » Analyse all products and non-conformance processes and evaluate all documents to ensure maintenance of optimal quality and prepare daily and monthly reports to evaluate performance,
- » Preparation and application of documents in accordance with ISO 9001, 14001 and OHSAS 18001 standards,
- » To organize laboratory analysis for the production of concrete in accordance with the relevant standards (AZS, EN, GOST, BS, API, ASTM, etc),
- »Analysing the customer complaints,
- »Responsible for preparing and providing Progress trainings and assessments for the staff,
- »Following Quality Control Plans and making sure that it is synchronized with lab equipment's,
- » Identify the root causes of loss of quality, non-compliance, and provide appropriate solutions based on the report submitted,
- » Planning and implementation of laboratory and industrial tests, preparation of reports together with relevant departments,
- » Investigation, analysis, and resolution of quality complaints
- »Follow the rules of Occupational safety and health and make sure all lab employees are also applying,
- »Controlling the number of laboratory equipment in the storage and arranging the order for the purchase of new ones if necessary
- » Follow the work order of equipment's and organize calibration and verification of equipment's within the determined period

Jul 2014–Aug 2016

Concrete Laboratory Technician

NORM LLC Cement Plant, Baku (Azerbaijan)

- » Ensuring that laboratory equipment is in constant good condition,
- »Analyse all products and non-conformance processes and evaluate all documents to ensure maintenance of optimal quality and prepare daily and monthly reports to evaluate performance,
- »Follow the rules of Occupational safety and health
- »Planning and and doing lab test results and preparing reports

Jul 2013–Jun 2014

Laboratory Assistant for Production Laboratory

Baku Slate and Ceramic Factory, Baku (Azerbaijan)

- »Laboratory analysis of cement, slate and ceramics,
- »Monitoring the quality of product and analysing reasons of the variances and recommending necessary appropriate corrective action,
- »Determine and report the principal causes of quality losses and non-performances,
- »Analysing the customer complaints,
- »Discussing, reporting and finding solutions on low quality product produced,
- »Planning and following lab test results and preparing reports

Jul 2012–Aug 2012

Internship

As Group Investment, Baku (Azerbaijan)

<http://www.asgroup.az/lang/en/>

»Laboratory analysis of cement, aggregates and concrete,

»Preparing concrete mixtures

»Preparing mix design of concrete

EDUCATION AND TRAINING

Jan 2019–Present

Phd Candidate in Civil Engineering

Khazar University, Baku (Azerbaijan)

<http://www.khazar.org/>**Faculty:** Civil Engineering**Speciality:** Construction Materials and Products

Sep 2012–Jun 2014

Master Degree in Civil Engineering (Honor Diploma)

University of Azerbaijan Architecture and Construction, Baku (Azerbaijan)

<http://azmiu.edu.az/>**Faculty:** Construction Technology**Speciality:** Technology Engineering of Construction Materials and Products**Master's thesis:** Fine-Grained Concrete based on Clay-Dolomite composition. Materials of the XXXV scientific conference of students and masters of Azerbaijan Architecture and Construction University. "Architect Publishing-Polygraphic" LLC, Baku 2013

Sep 2008–Jun 2012

Bachelor's degree in Civil Engineering (Honor Diploma)

University of Azerbaijan Architecture and Construction, Baku (Azerbaijan)

Faculty: Construction Technology**Speciality:** Technology Engineering of Construction Materials and Products

Sep 1997–May 2008

High School

Named after Nusrat Yaqubov №120, Zira (Azerbaijan)

5 Sep 2023 - 7 Sep 2023

TS EN ISO/IEC 17025:2017 General Requirements for the Competence of Test Laboratories Workshop / Application Training

Turkish Standards Institute (TSE)

01 Sep 2023

Leadership Development Program by MIT

MIT, Negsol Academy

31 May 2023

Project Management Technical Projects

Linkedin Learning

- 31 May 2023 **Project Management Tips**
Linkedin Learning
- 18 Apr 2023 **TS EN ISO/IEC 17025:2017 Measurement Uncertainty Training**
Turkish Standards Institute (TSE)
- 17 Apr 2023 **TS EN ISO/IEC 17025:2017 Metod Validation Training**
Turkish Standards Institute (TSE)
- 13 Apr 2023 **TS EN ISO/IEC 17025:2017 Internal Audit Training of General Requirements for the Competence of Test and Calibration Laboratories**
Turkish Standards Institute (TSE)
- 10 Apr 2023–11 Apr 2023 **TS EN ISO/IEC 17025:2017 Basic Training of General Requirements for the Competence of Test and Calibration Laboratories**
Turkish Standards Institute (TSE)
- 29 Nov 2022–29 Dec 2022 **Advanced Excel Training**
Barattson, Baku, Azerbaijan
- 18 Aug 2022 **API Testing Foundations**
Linkedin Learning
- 16 Aug 2022 **Construction Management Foundations**
Linkedin Learning
- 10 Aug 2022 **Construction Management: Concrete Construction**
Project Management Institute (PMI)
- 10 Aug 2022 **ISO 50001:2018 Energy Management Systems – Requirements with Guidance for use**
Mahmut Selekoğlu – Energy Management System Lead Auditor
- 14 Jan 2021 **Cement Plant Emissions Monitoring and Control**
Cemtech Live Webinar Certificate of Attendance
- 03 July 2020 **Standardisation and Technology**
Online Course by Eit Digital, Coursera, 03/07/2020

Nov 2017, Feb and Dec 2019

Oil-Well Cement Trainings

Introduction to oil & gas industry
Introduction to well cementing operations

16 Feb 2018

Technical Course on the subject of Quality Control in Concrete Product Manufacturing Facilities

ICCX Central Europe 2018-International Concrete Conference & Exhibition in Poland (Poland)
https://iccx.org/14-central-europe#https://www.iccx.org/images/iccx/central_europe/2018/images/MG_3757.jpg

11 Apr 2017–13 Apr 2017

General Metrology, Applied Calibration and Verification Training

Turkish Cement Manufacturers` Associations
<http://www.tcma.org.tr/ENG/>

2015–2016

PSA Course (Performance Selling Approach)

PSA Zurich Area GmbH

Note: I participated online courses and successfully completed and got the certificate of participation in below mentioned subjects.

Leadership Foundations, Time Management Tips Teamwork, Customer Service Managing Customer Expectations, Negotiation Skills, Communication Foundations

PERSONAL SKILLS

Mother tongue(s)

Azerbaijani

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	B2
Turkish	C2	C2	C2	C2	C1
Russian	A2	A2	A2	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Other skills

Experienced user of Word, Excel, Power Point, Windows XP, Internet XP, Photoshop (Diploma from "Education Language Center")
Experienced user of Laboratory Equipments

ADDITIONAL INFORMATION

Certificates

» **Certificate of Participation**

TS EN ISO/IEC 17025:2017 General Requirements for the Competence of Test Laboratories Workshop / Application Training, (5-7)/09/2023, Turkish Standard Institute (TSE), Certificate Number 823-01-23/48

» **Project Management Technical Projects**

Linkedin Learning, 31/05/2023

» **Project Management Tips**

Linkedin Learning, 31/05/2023

» **Certificate of Participation**

TS EN ISO/IEC 17025:2017 Measurement Uncertainty Training, 18/04/2023, Turkish Standard Institute (TSE), Certificate Number 186-01-23/10

» **Certificate of Participation**

TS EN ISO/IEC 17025:2017 Metod Validation Training, 17/04/2023, Turkish Standard Institute (TSE), Certificate Number 327-01-23/4

» **Certificate of Participation**

TS EN ISO/IEC 17025:2017 Internal Audit Training of General Requirements for the Competence of Test and Calibration Laboratories, 13/04/2023, Turkish Standard Institute (TSE), Certificate Number 821-01-23/25

» **Certificate of Participation**

TS EN ISO/IEC 17025:2017 Basic Training of General Requirements for the Competence of Test and Calibration Laboratories, (10-11)/04/2023, Turkish Standard Institute (TSE), Certificate Number 819-01-23/17

» **Certificate of Appreciation**

Leadership Development Program by MIT, Negsol Academy, 01/09/2023

» **Certificate of Participation**

API Testing Foundations, 18/08/2022, Linkedin Learning

» **Certificate of Participation**

15th International Conference on Engineering & Natural Sciences, (04-06)/03/2023 / Muş, Türkiye, ISPEC Institute

» **Certificate of Achievement**

Online ISO 50001:2018 Internal Auditor Training, 10/08/2022

» **Construction Management Foundations**

Linkedin Learning, 16/08/2022

» **Construction Management: Concrete Construction**

Project Management Institute, 10/08/2022

» **Cement Plant Emissions Monitoring and Control**

Cemtech Live Webinar Certificate of Attendance, 14/01/2021

» **Standardisation and Technology**

Online Course by Eit Digital, Coursera, 03/07/2020

» **Certificate of Participation**

10th International Concrete Congress, Turkey, Bursa, (2-4)/05/2019

» **Quality Control in Concrete Product Manufacturing Facilities**

ICCX Central Europe 2018-International Concrete Conference & Exhibition in Poland, 16/02/2018

» **Certificate of Participation (for the appreciation of her presentation and research),**

ISITES 2017-5th International Symposium on Innovative Technologies in Engineering and Science, September 2017,

» **General Metrology, Applied Calibration and Verification**

Turkish Cement Manufacturers` Associations, (11-13)/04/2017

» **die 23. Internationalen IFF Fachtagung den 21. Rohrbau-Kongress**

IAB-Institut für Angewandte Bauforschung Weimar gemeinnützige GmbH, Germany- (16-17)/11/2016

» **The Platinum-upper level certificate in Performance Selling**

PSA Zurich Area GmbH-05/11/2016

» **1st Degree Diploma**

Scientific conference of students and masters of the Azerbaijan University of Architecture and Construction, 2012

- Conferences**
- » **Beton 2023 Ready Mixed Concrete Exhibition and Congress**
Istanbul, Turkey, (08-10)/11/2023
 - » **15th International Conference on Engineering & Natural Sciences**
Muş, Turkey, ISPEC Institute, (04-06)/03/2023
 - » **10th International Concrete Congress**
Bursa, Turkey, (2-4)/05/2019
 - » **ICCX Central Europe 2018-International Concrete Conference & Exhibition in Poland**
Poland, (14-16)/02/2018
 - » **5th International Symposium on Innovative Technologies in Engineering and Science**
Azerbaijan, Baku, (29-30)/09/2017
 - » **IAB-Institut für Angewandte Bauforschung Weimar gemeinnützige GmbH, die 23. Internationalen IFF Fachtagung den 21. Rohrbau-Kongress**
IAB – Institut für Angewandte Bauforschung Weimar gGmbH, Germany, (16-17)/11/2016
 - » **Scientific conference of students and masters**
Azerbaijan, Azerbaijan University of Architecture and Construction, 2012
- Publications**
- » **Evaluation of Aggregates in the Regions of Azerbaijan in terms of Alkali-Silica Reaction**
Beton 2023 Ready Mixed Concrete Exhibition and Congress, 08-10 November 2023, Istanbul, Turkey, Organised by Turkish Ready Mixed Concrete Association, page 740-748
 - » **Use of Dolomite in Concrete Production for the Sustainability of Aggregate Resources in Azerbaijan**
Beton 2023 Hazır Beton Fuarı ve Kongresi, 08-10 November 2023, Istanbul, Turkey, Organised by Turkish Ready Mixed Concrete Association, page 495-509
 - » **Study of Suitability of the Aggregates for Concrete in Karabakh and East Zengezur**
Beton 2023 Hazır Beton Fuarı ve Kongresi, 08-10 November 2023, Istanbul, Turkey, Organised by Turkish Ready Mixed Concrete Association, page 70-79
 - » **Evaluation of aggregates in the regions of Azerbaijan in terms of Alkali Silica Reaction**
15th International Conference on Engineering & Natural Sciences, 04-06 March 2023 / Muş, Türkiye, ISPEC Institute, page 139-147
 - » **Study of the Suitability for use of Gravel in the Regions Around Araz River in Karabakh as a Concrete Aggregate**
“Construction and Architecture in Azerbaijan” Journal, №1.2022, ISSN 2409-4560, UOT: 691.620.1
 - » **Usage of Volcanic Ash in High Strength Mass Concretes in Azerbaijan**
10th International Concrete Congress, “Recent Advances in Concrete Technology”, 02-04 May 2019, Baob Campus, Bursa
 - » **Usage of Limestone and Volcanic Ash in the Cements Produced in Azerbaijan and the Comparison of Their Performances**
10th International Concrete Congress, “Recent Advances in Concrete Technology”, 02-04 May-2019, Baob Campus, Bursa
 - » **Usage of Dolomite Stone as Concrete Aggregate and its Advantages**
10th International Concrete Congress, “Recent Advances in Concrete Technology”, 02-04 May-2019, Baob Campus, Bursa
 - » **The impact of concrete mixture slump of amount of dust and clay particles of fine aggregates**
Azerbaijan Architecture and Construction University, “Ecology and Water Agricultural” journal, №3, May 2018, UOT: 691:532. :666.96
 - » **Checking of corrosion resistance in some aggressive environments of mineral additive concrete**
University of Azerbaijan Architecture and Construction, “Ecology and Water Agricultural” journal, №3, May 2018, UOT: 691:532. : 666.96
 - » **The study of effect of mineral active additives on the properties of concrete**
Ministry of Education of Republic of Azerbaijan, Azerbaijan University of Architecture and Construction,

International Natural Disaster and Human Life Safety) scientific-technical conference, Publication (2017)

» **Application of High Content of Volcanic Ash in High Strength Concretes**, ISITES 2017 - 5th International Symposium on Innovative Technologies in Engineering and Science, 30/09/2017, <http://sites.info/PastConferences/ISITES2017/ISITES2017/papers/A9-ISITES2017ID149.pdf>