



Sevda Ibrahimli

Date of birth: 29/11/1965 | **Nationality:** Azerbaijani | **Gender:** Female |

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● WORK EXPERIENCE

2020 – CURRENT – BAKU, Azerbaijan
INSTRUCTOR OF ENGLISH – KHAZAR UNIVERSITY

To teach four skills (reading, writing, listening, speaking).
To teach spoken English through skills.

2005 – 2020 – BAKU, Azerbaijan
HEAD OF INTERNATIONAL RELATIONS DEPARTMENT – NBCBANK OJSC

Negotiations with Financial Institutions in Azerbaijan & Abroad

Attracting Financial Resources (Credit Lines)

Opening Correspondent Accounts in Native & Foreign Banks

To control KYC & AML documents within bank

To negotiate with foreign banks while having cases concerning FATCA & AML

Coordinating Money Transfer Systems in Bank

Attracting Trade Finance (LC) from Foreign Banks

To interview candidates in English during recruitment

To organise seminars & trainings for collaborators

1993 – 2005 – BAKU, Azerbaijan
INSTRUCTOR OF ENGLISH – KHAZAR UNIVERSITY

Teaching English (Reading, Writing, Listening, Speaking)

Teaching General English & ESP (English for Specific Purposes)

ESP classes on:
International Diplomacy
International Law
English Law
Economics

1998-1999
Executive director of "DUNYA" private high school (Under Khazar University)
To organise new first private high school
To recruit the best teachers
To travel to foreign countries to learn their experience

1991 – 1993 – BAKU, Azerbaijan
TEACHER OF ENGLISH – HIGH SCHOOL № 94

To teach English through skills

1988 – 1991 – GUBA, Azerbaijan
TEACHER OF ENGLISH – VILLAGE SCHOOL OF ISNOVKISHLAK

To arise interest for learning English in village school
To teach spoken English through skills

● EDUCATION AND TRAINING

1983 – 1988 – Baku, Azerbaijan
INSTRUCTOR OF ENGLISH & GERMAN LANGUAGES – Azerbaijan State University of Languages

● LANGUAGE SKILLS

Mother tongue(s): AZERBAIJANI

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
RUSSIAN	C2	C2	C2	C2	C2
TURKISH	C2	C2	C2	C2	C2
GERMAN	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Outlook

● CONFERENCES AND SEMINARS

2011 – Baku
Graduation Certificate. "Legal Proceedings & Defaults in International Trade Finance"

2006 – Vienna, Austria
Certificate of Participation. "International Banking Seminar"

2006 – Baku
"Business Ethics" training completion. Transparency International Azerbaijan

1998 – United Kingdom
High school & college Management Courses

1999 – Los Angeles, United States of America
Exchange Programme, UCLA University

2001 – United Kingdom
Management Excellence Programme, Trainings-seminars. Nottingham Trent University

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Excellent presentation & negotiation skills

Excellent written & verbal communication skills

Empathic listener & persuasive speaker
