Gulshan Huseynova

Telephone: +31 6845 44 858Address: Oksholm 27, 2133KN Hoofddorp

E-mail: gulshan.hc@gmail.com

KEY SKILLS AND EXPERIENCE

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| --- | --- | --- |
| Staff recruitment/ Training | Board level presentations | Computer literacy |
| Customer care/ follow up | Supervision | Change Management |
| Team leadership | Working within strict deadlines | Counseling  |
| Auditing / Quality Assurance | Professional liaison | First Aid Management  |
| Sales | Modernization | Research  |

PROFESSIONAL DEVELOPMENT

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| --- | --- | --- |
| **Program** | Exchange Program with the US Coast Guard Academy, New London, CT, USA | June 2009 – Sept 2010 |
| **Degree** | Bachelor’s; English Language | Feb 2009 |
| **Diploma** | University Diploma / Azerbaijan University of Languages | Feb 2009 |
| **Certificate** | XVIII World Congress on Occupational Health and Safety, Seoul, South Korea | Jul 2008 |
| **Certificate** | Behavioral Safety Training Course | Oct 2006 |
| **Diploma** | High School Certificate / Lincoln High School, Portland, OR, USA | 2003-2004 |
| **Diploma** | High School Diploma / Baku European Lyceum | 1994-2003 |

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

Baku Employee Association

US Embassy Baku

Association serving American Employees with administrative, household and purchasing facilities under the US Embassy.

**MANAGER**  ***October 2010 – April 2011***

*83 Azadlig Pr Baku AZ1007, Azerbaijanazerbaijan.usembassy.gov*

Responsibilities

Manage the Baku Employee Association Store

Handle day-to-day cash flow

Manage the cafeteria

Local and international purchasing for the BEA Store and the Cafeteria

Monthly and weekly cash flow reports

Monthly and Annual budget reports

Administrative responsibilities for the American and local staff

Diplomatic pouch and duty free orders for the American staff

Efes Beer Group

A brewing company’s representative office in Baku.

**Assistant to the Country Manager *October 2009 – December 2009***

*1 Tagiyev str, Binagadi Baku AZ1117, Azerbaijan*

Responsibilities

Assist the Country Manager in day-to-day sales reports received from the dealer

Disperse products to dealers

Receive reports from dealers on a daily and a monthly basis

Manage the marketing activities, including TV and Internet Ads

Assist in organizing marketing and corporative events

BAKOND TTM

An Oil and Gas Industry Contractor occupied in the area of valve maintenance management and services.

**OPERATIONS MANAGER**  ***September 2008 – June 2009***

*114 Hasan Aliyev str Baku AZ1052, Azerbaijanwww.bakondttm.com*

Responsibilities

Supervise, coach and develop work and professional development of the Service TechniciansCoordinate with Service Manager to lead roll-out of new capabilities and trainingsAnalyze the market and select new vendorsSupport development and coordination of project schedules and budgets for research projectsCoordinate meetings, partner relationships, and organization of research materialsSupport active relationships with key partners, vendors and contractorsUndertake guided research related to project proposals, reports or any other aspect of client and research workManage logistics of the workshopDevelop overall event plans and schedulesEquipment maintenance control Coordinate workforce flow at client or contractor construction/operational sites

**HSEQ ADVISOR**  ***September 2006 – August 2008***

Responsibilities

Provision of information and advice on HSE performance needed to fulfill duties of good corporate governanceHelping to identify appropriate HSE objectives, targets and measuresAgreeing on a common format of HSE reporting and indicators for useProvision of framework for HSE auditsFacilitating the exchanges of HSE good practicePromoting HSE achievements internally and externallyIdentifying any impending HSE legislations or concerns that might impact the companyMaking sure a safe and healthy work environment for employees, contractors and visitors is providedAchieving HSE standards required by HSE policySeeking to improve HSE performance through continuous evaluation and development

FREELANCE TRANSLATOR

Offering freelance translation services to various companies.

*September 2006 - present*

Companies worked for:

Laila Tercume Izmir, Turkey

Akademi Tercume Istanbul, Turkey

Oracle Istanbul, Turkey

Oracle Baku, Azerbaijan

PromoVision Baku, Azerbaijan

CAPE INDUSTRIAL SERVICES LTD

An Oil and Gas Industry Contractor occupied in the area of scaffolding, painting, blasting management and services.

 **ASSISTANT OFFICE MANAGER** ***January******– September 2006***

*1 Akhmad Javad Str, Apt. 13/14
Baku AZ0001, Azerbaijan HYPERLINK "http://www.capecis.net" www.capecis.net*

Responsibilities

Daily management of the officeIT Management of the office (Including LAN)Invoicing, including Purchase Orders, Invoices from the vendors and to contractorsBusiness Support AssistanceHR ManagementAccounting, Financial SpreadsheetsCustoms Management including importing and exporting of the equipment, declaring and certificationHSE Management at Site and Warehouse

AZPETROL LTD

An Oil and Gas Industry Contractor occupied in the area of petrol management and services.

**MONITORING MANAGER**  ***June – August 2005***

*63/65 Mirza Mansur StrBaku AZ1004, Azerbaijanwww.azpetrol.com*

Responsibilities

Prepare daily reports on several gas stations sales Prepare separate control reports on gas sales by cards and creditPrepare personnel reports on gas stations, including timesheet reportsPrepare spreadsheets on each gasoline station sales on daily basisPrepare monthly sales reports on specific areas of responsibilityMake sure all HSE requirements of the HSE policy are met on all the gas stations

ISTANBUL CARSI IMPORT EXPORT LTD

A construction company occupied in the area of civil and commercial construction.

**ASSISTANT SALES MANAGER *November 2004 –February 2005***

*96/12 Nizami StrBaku, Azerbaijanwww.istanbulcarsi.com*

Responsibilities

Assisting the sales manager in all sales proceduresPromotion of the productionProvision construction with the productsPrepare weekly sales reports

**NGO EXPERIENCE**

CHILD TO CHILD PEACE NETWORK

A Non Governmental Organisation occupied in Children’s rights protection.

**PROJECT MANAGER**  ***June 2001 – December 2007***

*1 Ahmed Javad StrBaku, Azerbaijan*

Responsibilities

Managing all the projects related to children’s rightsProvide trainings to the employees relating human / children’s rightsCoordinating logistics, funding, sponsorship for the projectsProject reporting to the General ManagerVisiting orphanages with educational trainings and projects on weekly basis

FORWARD EDGE INTERNATIONAL

A Non Governmental Humanitarian Organisation

**TEAM FOR WORKING WITH NATIVE AMERICAN NATIONS *September 2003 – April 2004***

*15121-A NE 72nd Avenue
Vancouver WA 98686 USA*

Responsibilities

Assisting the Team Manager with the upcoming projectsAssisting with the fundraising for the projectsCoordinating logistics, for the projectsAssisting Field Manager during the projectManaging the short term projects on fieldWork with the Native American Reservations / Tribes, specifically the Apache Nation Reservation in Canyon Day, AZ

**EARLY CAREER SUMMARY**

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| --- | --- | --- |
| **Translator/ interpreter** | Chernin and Partners Law Firm; Baku, Azerbaijan | 2004 |
| **English Language Teacher** | English Language Training Courses | 2004 |
| **Project Administrator** | Portland Rescue Mission; Portland, OR, USA | 2004 |
| **Translator, Work with refugees** | Russian Community; Portland, OR, USA | 2004 |

***Languages:*** Fluent in Azeri, Russian, English, Turkish and satisfactory language abilities in Spanish. Currently taking Dutch.

***Interests and Pastimes:*** Working with different cultures, learning about different cultures and civilizations, traveling, books, music, writing.

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***Personal details:******Gender****: Female* ***Date of birth***: 30th October 1987 ***Marital Status***: Single ***Dutch Residence Permit valid until: 21-06-2016***

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