Ms. Yagut

Yagut.280292@2freemail.com

 ***Curriculum Vitae.***

**Personal information**: Date of birth-1980.07.14

 Place of birth- Nakhchivan city, Azerbaijan.

**Education:** 1997-Azerbaijan State Pedagogical University,

 ***Geography***  faculty, bachelor.

 2001-ASPU, ***Economical and Social Geography***

 faculty, master.

**Work experience**: **1.** From 2003 September to 2004 February in

 ***“Education”*** sport-education complex as HR/admin assistant **Roles and responsibilities**

**.** assist in staffing, take interviews as HR assistant
•preparing the labor contracts, orders as HR assistant

 • design and implement administration policies and procedures
•ensure property, facilities and equipment remain in good repair and appearance

  **Work experience**: **2**.From 2004 February to 2005 March in ***BP Exploration***

 Ltd. as Human resources and Development assistant.

**Roles and responsibilities** \* Assist in carrying out Annual Recruitment Program for

 summer internships, operations technicians and others.

 \* receiving and distributing all application forms

 \* making contact with all applicants

 \* to input all information to database

 **3**. From 2005, 23 march up now in ***Azpetrol LLC***

 as Manager in “Automated Management” Division

**Roles and responsibilities** 1. to order the current papers in time

 2. to send the papers to all petrol stations every month

 3. to file all information on computer

 4. to check the correctness of some documents of the company.

 5.to insure cars of company and personal cars.

 6. to register insurance forms and report to accountants.

 7. to register receipts .

**Languages**: Azeri (excellent), Russian (fluent), Turkish (fluent),

 English (fluent), Spanish (good)

**Computer skills**: Microsoft Office Applications (word, excel, power

 Point), Internet Explorer, Outlook Express, CDH Inventory Software

**Scope of activity:** Human Resources, administration, management.

**Drive license:** B category

**Certificates:** Confiance Australia PTY – “Recruitment process and interviewing

 skills.

**Other skills:** I can work with all office equipment .(fax, printer, Xerox machine)