

## CV



### PERSONAL INFORMATIONS

N.S.P:	Mahmudov Faiq Nuraddin
Address:	Absheron, Mehdiabad settlement, Khiyabani street 1
Date and Place of birth:	01 may 1987, Azerbaijan, Absheron
Country:	Azerbaijan
Nationality:	Azerbaijani
Marriage status:	Married
Mobile:	+994 51 303 92 92 +994 55 303 92 92
E-mail:	faiq.mahmudov@yahoo.com

### EDUCATION DETAILS

Date:	Name & Full Address of Education Institution	Details
From: 15.09.2010 Until 25.05.2012	Azerbaijan University of Languages (www.aul.edu)	The English Language
From: 15.09 2005 Until: 22.06.2009	Baku Slavic University (www.bsu-az.org)	Translation Faculty Department of the Azerbaijani-English- Russian languages
From: 05.09.2004 Until: 30.05.2005	Eurasian Fund of Aid For Youth (www.gyf.org.az)	The English Language

### WORK EXPERIENCE

Date:	Name & Full Address of Company	Position
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From: 01.04.2010 Until 01.08.2018	Azeri-Press Information Agency (APA) (www.apa.az)	Translator (The English-Azerbaijani- Russian languages) Translating and Editing news materials
From:02.02. 2010 Till present	TEAS PRESS Publishing House (www.teaspress.az)	Freelance Translator  Translating fiction (I have translated more than 20 books from English into Azerbaijani)  For instance:  “Death Cloud”, “Red Leech”, “Black Ice”, “Fire Storm”, “Snake Bite”, “Knife Edge”, “Stone Cold”, “Night Break” by an English author Andrew Lane.  “Miss Peregrine's Home for Peculiar Children”, “Hollow City”, “Library of Souls” by an American writer Ransom Riggs, etc.
From: 01.05.2014 Until: 10.01.2015	APA Holding, Avto.lent.az	Editor in Chief
From: 01.10.2009 Until: 06.03.2010	Trend International News Agency (www.trend.az)	Translator (The English-Azerbaijani- Russian languages) Translating and Editing news materials
From: 20.06.2008 Until: 20.07 2009	Ministry of Foreign Affairs of the Republic of Azerbaijan (www.mfa.gov.az)	Volunteer/Translator, Working with documents, translating, sometime interpreting
From 10.10.2008 Until 22.10.2008	Presidential Elections in Azerbaijan (www.cec.gov.az)	Interpreter, Interpreting international observers to local officials
From: 20.06.2007 Until: 20.07.2008	Anglo-American BC Company (www.angloamerican.com)	Translator Translating and editing different king of texts

<b>LANGUAGE SKILLS</b>			
Languages:	Writing	Speaking	Reading

Azerbaijani	native	Native	Native
English	excellent	excellent	excellent
Russian	Excellent	excellent	excellent
Turkish	Excellent	excellent	excellent

**COMPUTER SKILLS**

MS Word, Excel, Power Point, Adobe Photoshop, Corel Draw, Internet Explorer, and other browsers

**TRAINING: Human Resource Management**

Hours:	Themes:
120 hours	Interview - purpose, methods, forms, skills in conducting, reporting standards, dress code; Organization of the recruitment process - Instructions, Requirements, Orientation; Motivation. Building a system of motivation. Corporate Code of Conduct; From HRM to HCM. Building a system of management of human capital; Document Management System. Management and work instructions; Planning training. Training and staff development; Certification and assessment. BSC. Introduction of a competency model; Human resource planning. Reporting. Turnover; Career planning. System for ensuring professional growth; Labor Code. Employment contract.

**TRAINING: The Leadership Development and Social Activity**

Hours:	Themes:
80 Hours	Developing Executive Leadership; Achieving Leadership Success Through People; Collaborative Leadership Skills for Managers; Critical Thinking; Developing Team Creativity and Initiative; Leadership and Team Development for Managerial Success.