



SAHILA MEHTIZADA

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Baku, Azerbaijan

SUMMARY

Detail-oriented professional with practical experience in daily operations, documentation, and internal team coordination. Works in line with established procedures, identifies issues promptly, and completes tasks accurately and on time. Comfortable in both structured and fast-paced work environments and able to quickly learn new systems to support efficient team operations.

WORK EXPERIENCE

Jva Technic Aviation

Maintenance Planning Assistant (September 2025 – February 2026)

- Support maintenance planning activities, including work scheduling, task tracking, and daily document verification.
- Prepare, update, and control technical documentation and maintenance records.
- Monitor the progress of maintenance tasks and assist in reporting. Coordinate with engineers and technicians to ensure tasks are completed on time and in line with safety standards.
- Opened and tracked daily non-routine cards in the Aurora system for maintenance activities

Jva Technic Aviation

Aircraft Maintenance Technician Assistant (April 2025-September 2025)

- Assisted engineers in daily maintenance of AZAL aircraft, including preparation of tools and equipment.
- Performed basic visual inspections and reported any issues to engineers.
- Helped manage materials and spare parts used during maintenance.
- Participated in post-maintenance cleaning and aircraft handover.
- Followed safety procedures and maintained an organized work environment.

Silkway Airlines Avionics Technician Intern (June 2023-September 2023)

- Learned the basic parts of aircraft internal systems and what they are used for
- Was shown where avionics systems are located inside the aircraft
- Observed technicians during basic maintenance and inspection tasks
- Followed safety rules in the hangar and during maintenance work

EDUCATION

Bachelor of Science in Avionics Engineering-National Aviation Academy | 2020-2024

SKILLS

- Time Management
- &MS Word
- Documentation and Reporting

- Data Tracking
- Teamwork
- Meridian

- Problem solving
- Communication
- AIMS