

Esmira Valiyeva



Contact Information

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Location: Baku, Azerbaijan

Professional Summary

Highly organized and detail-oriented candidate with an MBA in Organizational Management. Experienced in administrative coordination, executive support, reporting, scheduling, and confidential documentation. Strong communication skills with the ability to support senior management in fast-paced environments.

Professional Experience

Accounting Operator / Administrative & Sales Support – VMANN Construction Company, Baku (Feb 2021 – Nov 2)

- Provided administrative and operational support to management
- Prepared internal reports, summaries, and documentation for decision-making
- Managed financial records, expense tracking, and Excel-based reporting
- Coordinated communication between departments and international sales processes with foreign partners.
- Communicated professionally in English with international suppliers and clients
- Prepared and issued commercial invoices and supporting documentation
- Submitted invoices and payment documents to accounting department
- Tracked vehicle and equipment deliveries from abroad
- Maintained confidential company data and documentation

General English & IELTS Instructor – London Language and Business School (2018 – 2021)

- Communicated with students, parents, and academic staff in English
- Planned schedules and organized class activities
- Prepared reports and assessments for academic management

Hadaf Courses- English teacher (2017-2018)

Office Manager – Satellite Company (Jun 2016 – Sep 2016)

- Managed daily office operations and executive administrative tasks
- Organized meetings, maintained calendars, and prepared documents
- Coordinated recruitment, onboarding, and internal communication
- Supported management with reporting and correspondence

Group Coordinator – Baku 2015 European Games (Jun 2015 – Jul 2015)

- Coordinated teams and supported supervisors during large-scale events
- Assisted with scheduling and daily operational reporting

Team Member – Azerbaijan Liberal Youth Association (Sep 2013 – Dec 2013)

- Assisted leadership in organizing initiatives and internal coordination
- Supported documentation and communication activities

Education

Master of Business Administration (MBA) – Organizational Management

Azerbaijan State Oil and Industry University, Baku (2020 – 2022)

Bachelor's Degree – English Philology (Journalism)

Azerbaijan University of Languages, Baku (2012 – 2016)

Key Skills

- Executive & administrative support
- Calendar and meeting coordination
- Report preparation and documentation
- Confidential information handling
- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Professional communication and coordination

Languages

Azerbaijani – Native
English – Fluent

Certifications & Trainings

- IELTS Certificate (Score: 7.5)
- Summer School in Modern English, Washington, USA
- NATO and South Caucasus: Challenges and Opportunities Training
- Individual Rights and Freedoms Training