



SABRINA BAGHIROVA

29.01.2001

Contact

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Education

Baku State University
Faculty of Biology, Biology Speciality
2019 – 2023

Skills

- ♦ SMM / Targeting
- ♦ Photoshooting
- ♦ Page Creation
- ♦ Copywriting
- ♦ Advertising
- ♦ Administrating
- ♦ MS Office
- ♦ 1C

About Me

I am a responsible and organized professional with experience in administration, customer service, and SMM. I communicate effectively, adapt quickly, and handle multiple tasks while meeting deadlines. I have practical experience in administrative operations, including reception, client management, sales processes, stock control, and system management. I am confident working with digital platforms and ensuring smooth daily workflows. Additionally, I have strong skills in SMM and targeted advertising. I manage Instagram, TikTok, and Facebook pages, create and edit content, write copy, and run advertising campaigns with a focus on audience targeting and performance analysis. I am proactive, detail-oriented, and motivated to grow in administrative and digital marketing roles.

Work Experience



KSpace Baku
Head Administrator / SMM
June 2024 – Still working

- ♦ Managed daily salon operations, client scheduling, and CRM systems.
- ♦ Handled customer communication, payments, and coordination with masters and suppliers.
- ♦ Developed and managed social media content, promotions, and targeted ads to attract new clients and increase bookings.
- ♦ Monitored engagement, responded to inquiries, and maintained a strong online presence for the brand.
- ♦ Product sales, goods receipt and system integration, stock checking, work on Umico and Wolt platforms (product sales, stock adjustment, adding new products)



HONOR Azerbaijan
Promoter / Merchandiser
October 2023 – June 2024

- ♦ Actively promoted products in retail stores, advised customers, and converted interest into sales.
- ♦ Achieved sales targets through product demonstrations and upselling.

Languages

- Azerbaijani Native
- Russian Fluent
- English Good

Trainings / Certificates

- Azerbaijan Fashion Week 2025
Master classes for designers
- Beauty Azerbaijan
Professional Presentations /
Workshops
- SMM & Artificial Intelligence in
Social Media Marketing
Covered SMM combined with AI
tools, trend analysis, content
automation
- HONOR Visual Display 2024
Product education to partners,
media, resellers and industry
professionals.

Work Experience

- Ensured high-visibility product placement, maintained merchandising standards, monitored stock availability, and provided sales reports and customer feedback to management.
- Managed product displays, ensured proper merchandising standards, monitored stock levels, and reported on sales performance and customer feedback.
- Tracks sales trends and provides feedback to management or suppliers.



Body Factory

Reception / Cashier

April 2023 - October 2023

- Greets and registers members and visitors. Manages bookings for classes, personal training, and facilities.
- Answers phone calls, emails, and general inquiries.
- Maintains the front desk, membership records, and client communication.
- Handles membership payments, renewals, and billing.
- Manages cash, card, and digital transactions accurately



JV Fitness

Reception / Cashier

May 2022 - August 2022

- Welcomed members and visitors, managed check-ins, schedules, and membership registrations.
- Handled cash and card payments, issued invoices, and maintained accurate financial records.
- Provided information about fitness programs and promotions, resolved customer inquiries, and ensured a positive client experience.