



# Ffaina Zakiyeva

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İş stajı: 20 il

İşləmək istədiyiniz vəzifə və əmək haqqı

## Front Office Director

Ofis meneceri

2 000 AZN

İş təcrübəsi

08.2017 - 05.2025

### I.M.S.Engineering

DIREKTOR

□ Registration of labor books, orders □ Designing and ordering a salary card for an employee □ Registration of medical insurance for employees □ Processing of Asan-Imza renewal documents □ Drafting and downloading of tender documents □ Calculation of working days, vacations, employee salaries □ Maintaining a technical security log for employees □ E-qaimə Confirmation and Payment □ Conducting the company's parish and expenditure of funds. □ Preparation and control of documentation for th

06.2008 - 07.2017

### I.M.S.Engineering

Sales Manager

03.2007 - 06.2007

### Caspian Support Solutions

HR Clerk

Develop internal communication strategies and processes to keep projects, programs, and/or departments informed on critical issues, policies and procedures (Issuing of HR Memos, Procedures etc). -Organize & keep updated CV files -Prepare internal orders and file them - Update and file "Personnel daily attendance register" -Prepare Vacation Tally sheet and keep it updated throughout the year -Organize medical examinations for all personnel and have schedule for the re checks -Develop & Upda

Təhsil

2007

Ali təhsil

### Baku State University

geografiya / Geography

Driving license BB218862 15 12 2021-15 12 2031

Xüsusi biliklər

Dil bilikləri

Azərbaycan — C1 — Yaxşı

Rus — C1 — Yaxşı

İngilis — C1 — Yaxşı

Əlavə informasiya

Salam.

Xahiş edirəm uyğun ofis vakansiyası olan kimi əlaqə saxlıyasınız.