



Narmin Abdurrahimova

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İş stajı: 3 il

İşləmək istədiyiniz vəzifə və əmək haqqı

Project Management

2 000 AZN

Layihə meneceri

İş təcrübəsi

07.2020 - 01.2022

universal pro

Procurement specialist

Communicated with existing suppliers or finding new ones • Issued purchasing orders and ensuring its delivery • Prepared agreements • Realized calculation and delivery of the products • Created the communication with manager who is responsible for custom issues.

01.2022 - hələdə
işləyirəm

SİNTEKS

Project management specialist

• Realization and supervising of projects of foreign brands according to their design and requirements • Communicating with the foreign brands, vendors, construction companies, and government organizations • Coordinating all the stakeholders. • Arranging the processes: design, tender, budgeting, construction, handover; • Submitting the required documents to the: governmental organizations, landlords, brands, and all related stakeholders • Reviewing of the projects • Preparing of the outl

Təhsil

2020

Ali təhsil

ADA Universiteti

Biznesin idarə edilməsi / BBA

Xüsusi biliklər

Dil bilikləri

İngilis — C2 — Səlis

Rus — B1 — Orta

Türk — C2 — Səlis