

Rima Mammadova



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Education

KHAZAR UNIVERSITY, BAKU, AZERBAIJAN

PhD program/ December 2012 – December 2015

Theme: Improvement of Human Resource Management in Private Higher Education Institutions

Minor: English

MINHO UNIVERSITY, BRAGA, PORTUGAL

PhD program/ September, 2013- July, 2014

Erasmus Mundus Scholarship

Minor: English

AZERBAIJAN STATE ECONOMIC UNIVERSITY, BAKU, AZERBAIJAN

MBA, Master's degree/ September, 2008- July, 2010

Business Administration

Minor: English

AZERBAIJAN UNIVERSITY OF LANGUAGES, BAKU, AZERBAIJAN

Bachelor's degree/ September, 2003- June, 2007

Philology (English)

Minor: English and Azerbaijan

Professional Experience

KHAZAR UNIVERSITY, BAKU, AZERBAIJAN

“The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan” Tempus project coordinator/ full time

September, 2014 – present

Duties:

- Managing and leading the project
- Recruiting project staff and consultants

- Monitoring project progress and performance
- Writing news and posting it on project website
- Providing status reports to the project sponsor and partners
- Managing project activities within the defined activities and timeframe.

KHAZAR UNIVERSITY, BAKU, AZERBAIJAN
Coordinator of the “Center for Students with Disabilities” full time
June, 2015 – present

Duties:

- Managing and leading the Center
- Recruiting volunteers and consultants
- Monitoring Center’s progress and performance
- Providing information to prospective students and their parents regarding services, documentation guidelines, and accommodation processes and procedures.
- Providing status reports to the University

KHAZAR UNIVERSITY, BAKU, AZERBAIJAN
Assistant to the Chairman of the Board of Directors and Trustees/ full time
September, 2011 – September, 2013

Duties:

- Managing and maintaining the Director’s calendar and schedule
- Preparing meetings and meeting materials chaired by the Director
- Writing news about Director’s meetings and interviews and posting them on University’s website
- Managing and maintaining the Director’s document libraries and archives
- Overseeing the recruitment of new staff, including posting new vacancies to appropriate Internet sources.
- Coordinating arrangements for the Director’s guests

KHAZAR UNIVERSITY, BAKU, AZERBAIJAN
English Language Instructor/ part time
September, 2012- June, 2013

Duties:

- To teach students English Language
- To improve students’ speaking, writing, listening and reading skills

“IJSKONSULT” (FORMER NAME “INTERJURSERVICE”) LLC
Office manager/ full time

December, 2008 – September, 2011

Duties:

- Using a range of office software, including email, spreadsheets and databases;
- Translating notes, documents, different kind of contracts and letters
- Maintaining all company documents' records by designing a filing and retrieval system; keeping past and current records.
- Overseeing the recruitment of new staff, including posting new vacancies to appropriate Internet sources.
- Organizing the office layout and maintaining supplies of stationery and equipment;
- Making credit reports for foreign organizations
- Coordinating arrangements for the Company's guests

“BAKU ENERGY ASSEMBLING” OPEN JOINT STOCK COMPANY

Secretary-referent/ full time

November, 2007 – November, 2008

Duties:

- Managing correspondence and communications by telephone, fax and e-mail
- Coordinating arrangements with clients and guests and providing information about the company and its products and services to them
- Processing letters, reports, papers, and organizing client information and file documents
- Preparing documents and tabulating accurate and up-to-date statistics for the director using Excel

Other work experience and activities

Prospective project

KHAZAR UNIVERSITY, BAKU, AZERBAIJAN

**Advocacy Establishment for Students through Ombudsman position (AESOP) Tempus project
author of idea, coauthor of the project and team member**

September, 2015- September, 2018

ASSOCIATION OF FORMER UNITED NATIONS INTERNS (AFUNI) AZERBAIJAN

Membership Coordinator/ volunteer

August, 2011 – August, 2013

Duties:

- Doing membership administration and enhancing the communication between the members and the board
- Being responsible for the membership database, distribution of information to the members, accepting new members, organizing special activities to retain and motivate members

Integration of Orphans into their Community sponsored by National Democratic Institute
Project author and manager
November – December, 2012

Duties:

- Managing and leading the project team
- Recruiting project staff and consultants
- Monitoring project progress and performance
- Providing status reports to the project sponsor
- Managing project training within the defined budget.

“The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan” Tempus project/ ToT on “How to support students with disabilities”/Sumgayit/Azerbaijan/14-22 October, 2015

“Project Actor Capacity Training in Caucasus” Tempus project/ “Successful Project Development” training course/Baku/ Azerbaijan/9-11 June, 2015

American Councils for International Education Actr/Accels & Y-Peer Azerbaijan/ Theatre-based Training on HIV/AIDS and Reproductive Health/ Baku/ Azerbaijan/ 15-19 August, 2012

Leadership, Power and Politics course/ Khazar University/ February-May, 2012

Alliance For Society Advancement/ Walking Through Peace and Diversity, Tbilisi/ Georgia / 7-13 April, 2012

Istanbul Metropolitan Municipality Youth Assembly/ International Youth Council 2011, Istanbul/Turkey/ 24-27 March, 2011

Women’s Association for Rational Development & Yuva Humanitarian Center/ ToT in Sexual and Reproductive Health and Rights/ Baku/ Azerbaijan/ 10-11 December, 2010

Generations for Peace (Hashemite Kingdom of Jordan)/ Generations For Peace Training Camps, Sochi/Russian Federation/Sochi, Russia/ 1-10 October, 2010

UN Association of Georgia & AFUNI/ 4th Tbilisi Regional Model UN Conference, Tbilisi/Georgia/ September, 2009

Recent Awards

Erasmus Mundus Scholarship, 2013-2014

Winner of the grant announced by Civic Activist Network sponsored by National Democratic Institute, June, 2012

Language (s)

Azerbaijan (advanced)
English (advanced)
Russian (advanced)
Turkish (intermediate)
German (basic)

Computer Skills

Software: MS Office (Word, Access, Excel, PowerPoint), MS Outlook, Internet Explorer

Other Skills

- Good communication skills
 - Creative Team Leadership
 - Teamwork skills
 - Time management
 - Development of Training Materials
 - People management
 - Web & Print Content Development
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Publications

1. Rima Mammadova. A Textbook Introducing Important Issues. 2013. Khazar View. №317: p. 51. 2.
2. Rima Mammadova. A case study (Misuse of organizational resources) on Ethical Dilemma. 2015. Journal of Scientific Works: series of "Social sciences". №6 (71): p. 212-217.
3. Rima Mammadova. Review of scientific views on Training and Development. 2015. Journal of Labour and Social Problems: collection of scientific works. №2 (16): p. 115-122.