



Nasir MAMMADOV

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Sabail district, AZ1023, Baku, Azerbaijan

● EDUCATION AND TRAINING

15/09/2020 - CARI

MASTER OF BUSINESS ADMINISTRATION – Kuban State University

15/09/2012 - 31/07/2016 - Baku, Azerbaijan

DIPLOMA IN LAW - Kuban State University

15/09/2007 - 31/05/2012 - Baku, Azerbaijan

SCHOOL HONORABLE PROPOSAL CERTIFICATE -Baku

● WORK EXPERIENCE - *International Meetings and Conferences Research Association (2018 -)*

01/09/2014 - 01/03/2015

INTERNET - COURT SECRETARY -Baku Court of Appeal

- Draft and preparation of court decisions
- Assessing the legal adequacy of transactions
- Preparation of documents in the court application
- Record dispositions answer questions from the public
- Explain the court proceedings to the participants
- Contact with witnesses
- Contact lawyers to gather information for court officials
- Apply to the relevant government agencies
- Translation of legal documents
- Interpretation of laws, judgments and rules
- Preparation of documents for notarization.

bakuappealcourt.gov.az | Baku, Zahid Khalilov str. 540., Az1073, Baku, Azerbaijan

09/07/2015 - 09/09/2015

INTERNET - LEGAL ASSISTANT -Johns Day Law Office

- Cases (litigation)
- Arbitration
- The right to cooperation
- Mediation
- Peace
- Many types of negotiations
- Facilitation

Education | www.lawschools.org | Boulevard General Jacques 239 ,, V1050, Vienna, Austria

01/06/2016 - 01/09/2016

INTERNET - LAWYER

- Preparation and preparation of supply and service contracts
- Review of contracts
- Negotiations with the parties on the provisions of the agreements
- Interpretation of the provisions of the Civil Code of the Republic of Azerbaijan for customers
- Conducting e-mail correspondence with customers

- Apply to the relevant government agencies
- Translation of legal documents
- Preparation of documents for appeal to the court
- Participate in civil litigation on behalf of the bank
- Review existing contracts with employees

www.pashabank.az | Head office: Baku, Yusif Mammadaliyev Street, 15, AZ1005, Azerbaijan, Baku, Azerbaijan

10/09/2017 - 10/01/2018 - Azerbaijan

IMCRA - MMC

“IMCRA” Limited Liability Company, Republic of Azerbaijan,

VOEN (TIN) number 3104103791

EXECUTOR - IMCRA MMC

Editor - "Science, Education and Innovations in the Context of Modern Problems (2790-0169 / 2790-0177)"

Editor – Bank and Policy (2790-1041) – www.bankandpolicy.org

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20/12/2019 - CURRENT - Azerbaijan

LEADER SPECIALIST, COMPATIBILITY RISK MANAGEMENT DEPARTMENT - International

Bank of Azerbaijan

- Carry out and check document processes, manage document control process
- Evaluate company operations to identify company risks
- Advise management on updated rules and policies
- Update policies and procedures based on changes in laws and regulations
- Conduct risk assessments to understand the level, importance, and scope of the risk
- Be aware and understand the relevant laws and regulations
- Documents that are always relevant
- Follow laws, regulations, and domestic policies
- Investigate violations and inconsistencies
- Assist in the collection of internal data in response to regulatory requirements
- Check and coordinate the compliance of on-site contractors with the document control process

● **DIGITALSKILLS**

Microsoft Excel | Microsoft Word | Outlook | Microsoft Powerpoint | Social Media | Zoom

Works:

ORCID: **0000-0002-5584-365X** (<https://orcid.org/my-orcid?orcid=0000-0002-5584-365X>)

1. MSME industries in Uttar Pradesh with special focus on (ODOP) Aligarh lock industry and Moonj craft of Prayagraj

Bank and Policy

2022-04-30 | Journal article

DOI: 10.5281/ZENODO.6508308

Show more detail

Source: Nasir mammadov

2. Small Business (Handicraft Sector) of Azerbaijan and impact of Pandemic -19 on Traditional craft: Strategies for development of Handicraft Sector in Azerbaijan

Bank and Policy

2022-04-14 | Journal article

DOI: 10.5281/ZENODO.6461554

● NETWORKS AND MEMBERSHIP

Memberships

- Student and Youth Organization of Baku State University - Member;
- Student Trade Union of Baku State University - Member;
- European Law Students Association Azerbaijan - Active Member.

● DRIVING LICENSE

Driver's license: B.

● ORGANIZATION CAN

Organizational skills

- Public speaking
- Talent
- Ability to set priorities, manage time and work under pressure
- Ability to set up interfaces to instructions, guardianship items, and annual reporting functions. Specialized working capacity/contract documents
- Strong problem-solving, negotiation and organizational skills with the ability to pay close attention to details and do a lot of work/position
- Excellent interpersonal skills with the ability to build good working relationships with colleagues and Suppliers/the same
- Ability to conduct, collect and organize research in a format that can be used in the analysis/contract development
- Organizational skills, including the ability to pay attention to details and process large amounts of information quickly and efficiently/accurately
- Strong work ethic and the ability to quickly turn to changing priorities found in a highly developed organization
- Ability to be organized, skillful and planned. This includes the ability to perform tasks and assign tasks/enough detail
- Be a very enthusiastic, enthusiastic, intelligent, detailed and reliable person
- Able to prefer and use available tools to be highly productive and manage high volumes
- HS & E actively uses continuous improvement tools to improve quality, delivery, financial performance, employee engagement and customer satisfaction

● LANGUAGE SKILLS

Mother tongue (s): AZERBAIJAN

	Understand		SPEAKING		WRITING
	Listening	Reading	Told production	communication	
ENGLISH	C1	C2	C2	C2	C1
RUS	A2	B2	B1	A2	B2
TURKISH	C1	C1	C1	C1	C1

Level: A1 and A2: Main user; B1 and B2: Independent user; C1 and C2: experienced user

● **Communication and interpersonal skills**

Communication and interpersonal skills

- Good communication skills I gained through my experience as an internal communication specialist
- Excellent skills in interviewing clients
- Business Ethics. Work ethics involves the application of ethical principles in the work environment. ...
- Communication
- Shareholder Management
- Relationship building and management
- Supplier Relationship Management
- Critical Thinking
- Leadership
- Complex decision making

● **CERTIFICATES**

Certificates

- Second place in the final exam in the Mathematical Olympiad
- 2008, 2010 Participant of the Republican Mathematical Olympiad
- 1st place in "English Placement Test" among 9th grade students, Chagh Oyretim 2010
- Excellent certificates from Adobe Flash, Adobe Photoshop, Microsoft Office
- Certificates of success in education from "Chagh Oyretim"
- 4th place in the III Geological Project Olympiad, Chagh Oyretim 2009-2010
- Certificate of Excellence in Design from the Azerbaijan Youth Foundation.
- Certificate of participation in the "Protection of Human Rights" Symposium of Baku State University Baku Azerbaijan
- In 2012-2013 he was awarded the certificate "Best Student of the Year" at Baku State University
- In 2013-2018 he was awarded the certificate "Best Student of the Year" at Baku State University
- Baku State University. Moot Court Proceedings (April 2013 - May 2013) - winning team;
- European Law Students Association Azerbaijan. Moot Court Competition 2015 (April 2015 - September 2015) -winning team;
- Union of Student Youth Organizations of Azerbaijan. Leadership School (February 2014) - winning team;
- New Azerbaijan Party. Summer School (June 2012) - winning team; * Certificate of good working ability "Baku 2015 European Games ";
- ELSA International and the Council of Europe. International Legal Research Group on Freedom of Expression and Protection of Journalistic Sources - National Linguistics Editor - 2015-2016