



Asif Abdullayev

✉ asifabdullayev@ndu.edu.az

📍 Nakhchivan, Azerbaijan

☎ +994605511110

Profile

Highly competent communicator skilled in multitasking and effectively communicating with others. Experienced in managing employee and community programs, and dedicated to successfully directing business operations.

Employment History

Computer operator, NakhchivanQaz LLC, Nakhchivan

August 2007 — February 2008

- Utilized computer software to manage financial records, accounts and transactions
- Utilized computer systems to access customer accounts and provide accurate information

HR specialist, LAXAS-SS LLC, Nakhchivan

August 2008 — January 2009

- Implemented a new organizational structure that streamlined communication, improved efficiency, and reduced operational costs

Dispatcher, NakhchivanQaz LLC, Nakhchivan

February 2009 — January 2010

- Handled customer complaints calmly and professionally, resolving customer issues in a timely manner
- Produced documents and reports upon department head's request.
- Timely response and recording of incoming calls, timely notification of emergency service personnel

Tax Officer, Nizami Municipality, Baku

January 2012 — August 2012

- Analyzed complex tax documents and prepared accurate tax returns for the Municipality
- Registering the complaints of the population living in the area, bringing them to the management in weekly meetings and carrying out work in the direction of elimination
- Ensuring familiarity with the tax code and providing detailed information to persons with real estate

Engineer - technician, Nakhchivan AR Internet Center

March 2013 — June 2016

- Greeted customers in a friendly and professional manner
- Handled customer complaints calmly and professionally, resolving customer issues in a timely manner
- Created reports and documents as requested by the office manager

Skills

Microsoft Office



Teamwork



Leadership



Adaptability



Fast Learner



Ability to Work Under Pressure



Computer Skills



Conflict Resolution



- Worked with project managers to develop and implement strategies for cost savings and resource optimization

Head of Technical Support Department, Naxtel 4G LLC, Nakhchivan

June 2016 — October 2020

- Provide technical support and training to line personnel to ensure safe and effective operation of equipment
- Develop a knowledge base of common issues and solutions to improve customer self-service and reduce the need for technical support
- Ensuring technical security in all base stations
- Conducting regular frequency tests to ensure LTE network availability throughout the region
- Timely and on-site elimination of hard and soft problems

HRM Teacher, Nakchivan State University, Nakhchivan

September 2020

- Conduct parent-teacher conferences to discuss student progress and develop strategies for improvement
- Create and manage student and teacher accounts in the virtual learning environment
- Implement behavior management strategies to reduce disruptive behaviors and promote positive student-teacher interactions

Vice Dean of Faculty at University, Nakhchivan State University, Nakhchivan

February 2022

- Organize and present several lectures at national and international conferences
- Coordinate faculty activities
- Oversee academic programs
- Manage student affairs
- Advise students and address concerns
- Assist in curriculum development and review
- Support faculty research initiatives
- Handle administrative tasks
- Ensure compliance with university policies
- Collaborate with external partners and stakeholders
- Enhance educational and career opportunities for students
- Organize faculty meetings and events

Education

Bachelor, Nakhchivan State University, Nakhchivan

September 2007 — July 2011

Public Administration

Master, Azerbaijan State Economic University, Baku

September 2011 — July 2013

Public Administration

PhD, Nakhchivan State University

September 2021 — July 2025

Organization and management of enterprises

Publications

1.

İnsan resurslarının idarə edilməsinə bəyən İxalq tərübünün müqayisəli təhlili, Naxçıvan Dövlət Universiteti, Elmi təsərlər Jurnalı, Əctimai elmlər seriyası 6(107). 2020, s. 45- 48.

2.

Naxçıvanda mövcud turizm potensialı və ondan istifadənin problemləri, Naxçıvan Muxtar Respublikasında innovasiyalı iqtisadi inkişaf və müasir maliyyə mexanizmləri” mövzusunda Respublika Elmi-Praktik Konfransının Materialları. NDU, “Qeyrət” nəşriyyatı, 2021, s. 216-219.

3.

Naxçıvan Muxtar Respublikasında turizmin inkişaf istiqamətləri, Kollektiv monoqrafiya, Naxçıvan 2022, “Ədəmi” Nəşriyyat-Poliqrafiya Birliyi, s. 144

4.

Qarabağa “BÖYÜK QAYIDI” kontekstində turizm inkişafı, Naxçıvan Beynəlxalq Ticarət və Logistika Mərkəzi kimi” adlı respublika elmi Konfransı, Naxçıvan Dövlət Universiteti Naxçıvan 2023, s.109-113

5.

Zəngəzur dhlizi və onun Azərbaycan rəyəcanda transsərhəd turizm üçün həmişəti, International Tourism and Cultural Heritage Congress

CONGRESS BOOK((tezis) Marmaris Üniversitesi Kasım / November 2023 Sayı: UTKM-5 ISBN: 978-625-00-1767-8, s. 497

6.

Zəngəzur Dhlizinin Türkiyə ilə Azərbaycan arasında turizm baxımından həmişəti, International Tourism and Cultural Heritage Congress, CONGRESS BOOK((tezis) Marmaris Üniversitesi Kasım / November 2023 Sayı: UTKM-5 ISBN: 978-625-00-1767-8

s. 499

7.

Naxçıvan Muxtar Respublikasında turizm potensialının və yerli özünüidarənin tədqiqi, Kollektiv monoqrafiya, Ümummilli lider Heydər Əliyevin anadan olmasının 100-illiyinə həsr edilməli Kollektiv monoqrafiya, Naxçıvan 2023, “Ədəmi” Nəşriyyat - Poliqaftiya Birliyi, s. 142-177

8.

Texnoparkların növləri və quruluşu modelləri, TEXNOPARKLARIN TƏHSİLDƏ VƏ QƏTİSADƏTİNKİ AFDA ROLU” MÖVZUSUNDA BEYNƏLXALQ SƏMPOZİUM, NDU, “Qeyrət” nəşriyyatı, 2023, s.24-29

9

Məkdəlinin gücləndirilməsinə Azərbaycanın rolu: yağıl enerji və logistika Cəribələri Qafqazın iqtisadi inteqrasiyasının katalizatorları kimi, AEM (Azerbaijan Science Center), SCIENTIFIC RESEARCH

2024-04 | Journal article, DOI: [10.36719/2789-6919/32/45-48](https://doi.org/10.36719/2789-6919/32/45-48)

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Global Challenges of Regional Management in The Modern World: The Main Factors
Shaping the Infrastructure Base of Regional Management, International Journal of
Religion, 2024-07-27 | Journal article

DOI: [10.61707/aqafdd59](#)

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