



ULKAR JAFARLI

Receptionist/Administration



Summary

- Multi-tasking Administrative Assistant with experience in Water and Sewerage Installation Company. Can adapt to tough schedules. Looking to leverage communication, planning, organising skills in the position of Administrative Assistant.



Experience

2018-07 -
2018-08

Receptionist

Chukurova JV LLC -Water and Sewerage Installation Company

- Greeting and Welcoming Guests/Visitors and connecting them to appropriate parties;
- Answering incoming phone calls in a timely manner and directing the calls to correct persons;
- Receiving, sorting, organising and distributing documents/ mail deliveries;
- Making copies, scanning and faxing the required documents;
- Scheduling meetings, maintaining and updating appointment calendar;
- Assisting office Manager by providing other administrative help

2017-06 -
2019-04

Accreditation Volunteer

Baku City Circuit

- Greeting the coming Guests/Visitors;
- Checking the visitors' documents and making sure that documents meet required standards;
- Entering the appropriate codes into the system;
- Answering arising questions in relation to accreditation;
- Issuing Accreditations;

Received Certificate of Honor for the performance during Formula 1 Grand Prix 2017



Education

2016-09 -
2020-05

Azerbaijan State Economic University

- Active Member of Student Youth Organization
- Organizing Special Events in University



Personal Info

Address

Baku, Azerbaijan, Yeni Gunashli AB,
Home 129, Apartment 33

Phone

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E-mail

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Date of birth

2000-02-23



Skills

Administrative and Customer Service



Punctuality and Time Management



Multitasking and Ability to work under pressure



Highly Organised and able to prioritise the tasks



Active, communicative and initiative



Microsoft Office Programs



Azerbaijan Language



Native

English/Russian Language



Intermediate