


Matanat Mammadzada

SHRM-SCP®, PMP®, PHR®, MOSE

242 Sharifzade street

Baku, AZ 1100

 (+994)555909131



 m.matanat.m@gmail.com



EDUCATION

SHRM Senior Certified Professional (SHRM-SCP®) certification, Society for Human Resource Management, Virginia, USA	02/2023
MOS Excel Expert certification, Microsoft Corporation, Washington, USA	07/2019
Professional in Human Resources (PHR®) certification, Human Resources Certification Institute, Virginia, USA	07/2018
Project Management Professional (PMP®) certification, Project Management Institute, Pennsylvania, USA, Overall "above target" performance rating	12/2017
MA in «European studies » (Law, Economy, Management) with distinction, Lorraine University, Nancy, France, Scholarship holder of the Embassy of France	09/2012–09/2014
BA in « International Relations » with honors, Academy of Public Administration under the President of the Republic of Azerbaijan, Presidential scholarship holder	09/2008–05/2012

WORK EXPERIENCE

Head of Human Resources Zarat Group of Companies (Feed production, Agriculture, Grain trading (Offices in Azerbaijan, Russia, Kazakhstan, Uzbekistan))	02/2023 – 11/2023
<ul style="list-style-type: none">Managing HR and support services (IT, HSE, Law)	
Thesis supervisor and Adjunct lecturer of Human Resources Management for MBA students UNEC Business School	09/2022 – present
Head of Human Resources and Organizational Development (Interim) PMD Hospitality LLC (Hotel, Restaurant, Aquapark)	01/2020 – 08/2022
<ul style="list-style-type: none">Development and implementation of HR policies and proceduresAutomation of administrative tasks and internal HR processesManaging operational HR activities	
Head of Human Resources Development and Assessment Baktelecom LLC (Fix Line, TV and Network)	11/2018 – 01/2020
<ul style="list-style-type: none">Development and implementation of reward policies;Leading staff development activities and processes;Leading training processes;Managing citizen appeals on various HR related subjects;Development and implementation of internship program	

Adjunct lecturer of Project Management for MBA students

UNEC Business School

09/2018 – 06/2019

Head of Organizational Development, Recruitment and Performance Management

Avrora LLC (Food and Beverage)

12/2017 – 10/2018

- Managing recruitment and termination activities;
- Creation, development and implementation of KPI setting, KPI mid-year review and KPI assessment activities;
- Creation and development of HR operations procedures;
- Managing business ethics and disciplinary procedures;
- Acting as member of Commission on Optimization on Organizational Process and Procedures.

Human Resources Specialist

Azerconnect LLC (Mobile, Fix Line, TV and Network)

02/2015 – 12/2017

Adjunct lecturer of Public Relations

Tourism and Management University



02/2016 – 12/2016

Diplomatic Chancellery Officer

Embassy of France in Azerbaijan

10/2014 – 02/2015

LANGUAGE AND COMPUTER SKILLS

Languages:  Azerbaijani,  French,  English,  Russian,  Turkish

Computer: Microsoft Office, Microsoft Navision, 1C

MISCELLANEOUS

Sports: Swimming, Horse riding, Cycling

Leisure activities: Piano playing, Painting, Travelling