

Aziz Mammadov



## Personal details



Aziz Mammadov



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Baku, Azerbaijan



October 11, 2001



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## Skills

Effective Communication

Decision-making

Time & Priority Management

Problem Solving (Problem Analysis)

Organizational and Planning skills

Research and Data Analysis

JIRA: working with Projects and Issues

## Languages

Azerbaijani



English



Turkish



## Education

**PhD in Private Law**

Okan University, Istanbul, Turkey

Sep 2025 - Present

**MBA (Management)**

UNEC, Baku, Azerbaijan

Aug 2023 - Jul 2025

**Bachelor of Laws (LLB)**

ADA University, Baku, Azerbaijan

Sep 2018 - Jun 2023

## Employment

**Workforce Management Specialist**

CIS Games 2025, Ganja, Azerbaijan

Jun 2025 - Present

- Conduct pre-interviews and interviews with over 2,000 volunteers during the selection process, ensuring fair and effective evaluation.
- Manage volunteers efficiently throughout the program, maintaining accurate records and data management in relevant systems.
- Create an environment that enables volunteers to showcase and develop their skills.
- Organize them into functional groups and deliver targeted trainings accordingly.
- Provide continuous management, motivation and support during competitions to ensure their active and consistent participation.

**CO-FOUNDER / COO**

BOOKSELF LTD, London (Remote), United Kingdom

Sep 2024 - Present

- Oversee the startup's day-to-day operations, ensuring smooth execution of business processes.
- Collaborate with co-founders to develop and implement business strategies aligned with the company's mission and goals.
- Identify and improve operational inefficiencies to boost performance and reduce costs.
- Contribute to budgeting, financial planning, and cost management to maintain the startup's financial health.

**BOARD MEMBER**

ODLAR YURDU YOUTH PUBLIC UNION, Baku, Azerbaijan

Oct 2022 - Present

- Participate in the development and implementation of the organization's strategic goals and objectives.
- Ensure effective governance, compliance with legal and regulatory requirements, and adherence to the union's mission and vision.
- Contribute to the creation and review of policies and guidelines that support organizational growth.
- Support fundraising efforts, partnership building, and resource allocation for sustainability.
- Build and maintain relationships with stakeholders, including donors, partners, and community members.

**MANAGING DIRECTOR**

ASSOCIATION OF SMALL AND MEDIUM BUSINESS ENTITIES AND CLUBS (KOBASKA), Baku, Azerbaijan

Jan 2024 - Nov 2024

- Control and allocate company resources at a high/broad level
- Keep the board of directors updated on operations and activities so they can make the right strategic decisions
- Collaborate with the board of directors, including nonprofit executive directors and non-executive directors
- Oversee the development of the company
- Support a strong company culture, particularly by modeling effective management and leadership

**SENIOR PROJECT MANAGER**

**Aug 2023 - Jan 2024**

ASSOCIATION OF SMALL AND MEDIUM BUSINESS ENTITIES AND CLUBS (KOBSCA), Baku, Azerbaijan

- The project funded by the World Bank and implementing by State Committee of Republic of Azerbaijan for Refugees and IDPs and KOBSCA
- Preparing project documents and approving them with World Bank and State Committee of Republic of Azerbaijan for Refugees and IDPs
- Setting the goals of the project and preparing for the evaluation afterwards
- Directing the beneficiaries of the project and solving their problems about their needs and facilities
- Ensuring the project meets the expected outcomes and the satisfaction of participants

**FOUNDER / CEO**

**Jan 2022 - Aug 2023**

PETSGO LLC, Azerbaijan

- Managing tasks, team-building, negotiating with partners,
- Managing marketing and implementation plans.
- Organizational structuring and strategic management.
- Budget accounting

**SENIOR PROJECT MANAGER**

**Mar 2021 - Nov 2021**

ASSOCIATION OF SMALL AND MEDIUM BUSINESS ENTITIES AND CLUBS, Baku, Azerbaijan

- Preparing the presentation materials for the events implemented by KOBSCA
- Writing, participating and implementing in local and international projects
- Finding funding, sponsors, and partners, contacting and negotiating
- Involving in the decision-making process of organizing committee

**PROJECT WRITER AND MANAGER  
(CONTRACT BASED)**

**Feb 2021 - Nov 2021**

MILLENIUM PEACEMAKERS, Eindhoven, Netherlands

- Setting the goals of the project and preparing for the evaluation afterwards
- Directing the participants of the project and solving their problems about their needs and facilities
- Ensuring the project meets the expected outcomes and the satisfaction of participants

**SENIOR PROJECT MANAGER**

**Nov 2020 - Nov 2021**

"ODLAR YURDU" YOUTH PUBLIC UNION, Baku, Azerbaijan

- Writing, participating and implementing in local and international projects
- Directing project writing team of organization and having informing sessions
- Communicating deadlines and task distribution with the team will be implementing the project

- Finding funding, sponsors, and partners, contacting and negotiating

### **ASSISTANT PROJECT MANAGER**

"ODLAR YURDU" YOUTH PUBLIC UNION, Baku, Azerbaijan

- Deciding project ideas by meeting with team members
- Setting deadlines and monitoring progress
- Determining costs and managing the money used during the projects
- Ensuring the satisfaction of stakeholders and evaluating the project performance
- Supervising the workflow of projects

## Certificates

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<b>Google</b> Foundations of Project Management	<b>Aug 2022</b>
<b>LinkedIn</b> Emotional Intelligence for Project Managers	<b>Feb 2022</b>
<b>Youthpass</b> Millenium Peacemakers in Netherlands	<b>Nov 2021</b>
<b>UEFA Euro 2020</b> Technical Team	<b>Jul 2021</b>
<b>Youthpass</b> Communication Lab in Germany	<b>Dec 2019</b>