

## RESUME



### PERSONAL DETAILS:

<b>Name, family name:</b>	Aynur Mammadova
<b>Nationality:</b>	Azerbaijani
<b>Date &amp; place of birth:</b>	September 9, 1979 – Baku, Azerbaijan
<b>Contacts:</b>	(+99451) 327 29 20; (whats) (+99470) 275 15 35 <a href="mailto:aynurmamedova@yahoo.com">aynurmamedova@yahoo.com</a> ; <a href="mailto:aynurmammadova9999@gmail.com">aynurmammadova9999@gmail.com</a>

### QUALIFICATION:

<b>2003 – 2006</b>	MA in Translation (English-Russian) with honorary diploma, Azerbaijan University of Languages
<b>1999 – 2003</b>	BA in Translation (English Language) Azerbaijan University of Languages

### EXTRA QUALIFICATION:

- Languages:

**Native:** Azerbaijani (written and spoken);

**Fluent:** Russian, English (written and spoken),

**Good:** Turkish (written and spoken), Persian (spoken)

## **WORK EXPERIENCE:**

### **• August 2025 – currently**

<b><u>Place:</u></b>	<b>Herbalife Azerbaijan</b>
<b><u>Position:</u></b>	Contract-based Interpreter
<b><u>Job description:</u></b>	Simultaneous and consecutive interpretation services (Azerbaijani-Russian, Russian-Azerbaijani) during online and offline meetings and events organized by Herbalife company.

### **• July 2022 – currently**

<b><u>Place:</u></b>	<b>Anglo-American Business Services &amp; Alliance 3A</b>
<b><u>Position:</u></b>	Freelance Interpreter/Translator
<b><u>Job description:</u></b>	<ul style="list-style-type: none"><li>➤ Simultaneous and consecutive interpretation services (Russian-English, English-Russian, Russian-Azerbaijani, Azerbaijani-Russian, Azerbaijani-English, English-Azerbaijani) during meetings and events organized by 3A ALLIANCE;</li><li>➤ Written translation to-from above mentioned language pairs.</li></ul>

### **• October 2022 – currently**

<b><u>Place:</u></b>	<b>KONSIS LLC</b>
<b><u>Position:</u></b>	Freelance Interpreter/Translator
<b><u>Job description:</u></b>	<ul style="list-style-type: none"><li>➤ Simultaneous and consecutive interpretation services (Russian-English, English-Russian, Russian-Azerbaijani, Azerbaijani-Russian, Azerbaijani-English, English-Azerbaijani) during meetings and</li></ul>

	<p>events organized by KONSIS LLC;</p> <p>➤ Written translation to/from above mentioned language pairs.</p>
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- **April 2006 - March 2022**

<b><u>Place:</u></b>	<b>Secretariat of the Economic Cooperation Organization (ECO), Tehran</b>
<b><u>Position:</u></b>	Interpreter/Translator for English<>Russian
<b><u>Job description:</u></b>	<p>➤ Simultaneous interpretation services during meetings and events organized at different levels which included: ECO Summits of Heads of States/Governments, meetings of the ECO Council of Ministers, sessions of the ECO Regional Planning Council (RPC), meetings of the ECO Council of Permanent Representatives (CPR), ECO Ministerial meetings; meetings and events in Organization's priority areas such as trade, transport and energy and in related activity fields: investments, banking and finance, customs and visa facilitation, tax issues, insurance, communications and connectivity, renewable energy resources, oil and gas cooperation, environment and climate change, tourism, industrial development, agriculture, <b><i>health issues</i></b>, combatting drugs and organized crimes, judicial and parliamentary coordination, project management, human resources development, international relations and cooperation with UN system and other</p>

	<p>organizations, institutions and bodies, as well as regular meetings of High Level Experts Groups/Working Groups, various sectoral workshops, conferences, trainings and others;</p> <ul style="list-style-type: none"> <li>➤ Consecutive interpretation services during official visits of various diplomatic missions and bilateral/multilateral talks with top management and directing staff of the Organization;</li> <li>➤ Written translation of working papers and final reports for the above-mentioned meetings, daily Note Verbales and official documents of the Secretariat (memoranda, agreements and treaties, annual sectoral reports etc.), as well as incoming Note Verbales with annexes and progress reports on different projects sent by ECO Member States through diplomatic channel;</li> <li>➤ Liaison with relevant internal staff of the Organization for coordination and consultation with representatives of the Member Countries as necessary.</li> </ul>
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- **February 2015 – October 2015**

<b><u>Place:</u></b>	<b>UNODC Country Office in Tehran, Islamic Republic of Iran</b>
<b><u>Position:</u></b>	Translator for the Regional Programme for Afghanistan and Neighboring Countries/Sub-Programme 3: “Prevention and Treatment of Addiction among Vulnerable Groups”
<b><u>Job description:</u></b>	<ul style="list-style-type: none"> <li>➤ Delivery of the soft copy translated Constitution of the Asian Drug Demand</li> </ul>

	<p>Reduction NGOs Association (ADNA) in Russian;</p> <ul style="list-style-type: none"> <li>➤ Delivery of the soft copy translated Agenda, briefing note, PPT and report of a 3-day regional ATS management training in Russian;</li> <li>➤ Delivery of the soft copy translated Family and School Together (FAST) briefing note in Russian;</li> <li>➤ Delivery of the soft copy translated Agenda, briefing note, PPT and report of the consultation meeting on updating treatment curricula in Russian;</li> <li>➤ Delivery of the soft copy translated Agenda, briefing note, PPT and report of the Regional Training in Russian.</li> </ul>
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- **August 2013**

<b><u>Place:</u></b>	<b>UNODC Country Office in Tehran, Islamic Republic of Iran</b>
<b><u>Position:</u></b>	Freelance Interpreter
<b><u>Job description:</u></b>	<ul style="list-style-type: none"> <li>➤ Simultaneous English-Russian/Russian-English Interpretation during the 4<sup>th</sup> UNODC Regional Intelligence Working Group Meeting on Precursors (RIWGP) held on 27-28 August 2013 in Tehran;</li> <li>➤ Simultaneous English-Russian/Russian-English Interpretation during First Regional Workshop on International and Regional Cooperation on Combatting Cyber Crime held on 13-14 August 2013 in Tehran.</li> </ul>

- **December 2013 - March 2014**

<b><u>Place:</u></b>	<b>UNODC Country Office in Tehran, Islamic Republic of Iran</b>
<b><u>Position:</u></b>	Translator for the Regional Programme for Afghanistan and Neighboring Countries/Sub-Programme 3: “Prevention and Treatment of Addiction among Vulnerable Groups”
<b><u>Job description:</u></b>	<ul style="list-style-type: none"> <li>➤ Translation of the invitation letters and the agenda also first round of the correspondences with the nominated NGOs from Russian speaking countries;</li> <li>➤ Translation of the shared presentation and second round of the correspondences with the invited NGOs from Russian speaking countries;</li> <li>➤ Translation of the key notes, welcome notes, country brief, remaining invitations and any remaining correspondences with the invited NGOs from Russian speaking countries;</li> <li>➤ Translation of the report of the training and remaining presentations, certificate and appreciation notes.</li> </ul>

- **September 2004 - March 2006**

<b><u>Place:</u></b>	<b>Department on International Relations, Azerbaijan University of Languages</b>
<b><u>Position:</u></b>	Department assistant
<b><u>Job description:</u></b>	<ul style="list-style-type: none"> <li>➤ Preparation of Annual Performance</li> </ul>

	<p>Report of the Department;</p> <p>➤ Coordination of lessons schedule of the Department and timetable issues of the teaching staff;</p> <p>➤ Registration and archiving of incoming and outgoing documents;</p> <p>➤ Translation of relevant documents (Azerbaijani-English, English-Azerbaijani, Russian-English, English-Russian);</p> <p>➤ Assistance in organizing and holding international academic, educational conferences, various meetings and events, communication and coordination with special invitees, guests, foreign teachers and professors as well as Embassies and Diplomatic Missions;</p> <p>➤ Performing various administrative assignments of Vice-rector and Head of Department.</p>
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### **PERSONAL SKILLS:**

- Interpersonal Skills;
- Teamwork Skills;
- Time management;
- Critical Thinking;
- Problem Solving

## **HOBBIES & INTERESTS:**

➤ Learning languages

➤ Photography

➤ Cooking

➤ Fitness walking