



Gülü Zeynalli

Monitoring & Analysis |
Communication & Coordination |
Data Analytics Enthusiast

Contact

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About Me

Date of birth: 30 December 1997

Specialist with solid experience within the TRACECA institutional framework. Demonstrated expertise in supporting the implementation and monitoring of the TRACECA Basic Multilateral Agreement, as well as the preparation of IGC and PS documents. Recognized for strong analytical and organizational skills, sound institutional knowledge, adaptability, and the ability to operate effectively in dynamic environments.

Skills

- Policy Development & Monitoring Support
- Drafting & Review of Policy and Official Documents
- Analytical Thinking & Problem Solving
- Organizational, Planning & Time Management Skills
- Cross-Cultural & International Working Environment Experience
- Professional Ethics & Institutional Integrity

Additional Skills:

MS Office (Excel, Word, Office), Power BI,
Google Data Analytics Certified

Education

- Bachelor of Translation (Russian - English)
Azerbaijan University of Languages
Diploma with honors, 4.90 GPA 2015 - 2019
- Summer Semester, Ilmenau, Germany
TU Ilmenau International School
DAAD Scholarship 2018

Experience

- Head of Policy Development and Monitoring Division**
Permanent Secretariat of the IGC TRACECA Nov 2025 - up to date
 - Led and coordinated the activities of the Division, defining priorities, supervising experts, and ensuring effective execution of tasks in line with the TRACECA mandate.
 - Oversaw the preparation, review, and quality control of policy, analytical, and official documents, ensuring institutional consistency and compliance with established procedures.
 - Monitored the implementation of policy documents and agreements, including the preparation of analytical reports, working documents, and country-specific recommendations and etc.
- Linguistics Specialist**
Permanent Secretariat of the IGC TRACECA Jan 2024 - Nov 2025
 - Ensured accurate and consistent translation across complex intergovernmental, policy, and international transport-related matters.
 - Contributed to the preparation, review of official documents
 - Supported the operational and institutional activities of the PS
- Assistant/Translator**
Permanent Secretariat of the IGC TRACECA Jan 2020 - Dec 2023
 - Provided direct executive support to the Secretary General, including calendar & meeting scheduling, and international travel coordination.
 - Translated official letters, technical reports, intergovernmental documents, ensuring accuracy & consistency across stakeholders.
 - Facilitated effective communication between departments, partner organizations, and government representatives.
 - Assisted in preparation of high-level meetings, conferences, and official visits.
 - Supported smooth day-to-day operations, managing priorities in a fast-paced international project environment.
- Intern**
Permanent Secretariat of the IGC TRACECA Feb - May 2019

Assistance with translation, document preparation, and administrative tasks. Gained valuable experience in international organization. My role required attention to detail and adaptability in a dynamic and multicultural environment.

Certificates

- Prompt Engineering by Vanderbilt University (now)
- Badge of Honour (TRACECA Awards) (February 2025)
- Generative AI by DeepLearning (November 2024)
- Intermediate SQL (October 2022)
- Google Data Analytics Specialization (July 2022)
- Certificate of Appreciation from the Dean of the "Translation" Faculty (December 2018)
- Document of Award from DAAD President (May 2018)
- Certificate of Appreciation from AISGOC Director (May 2017)
- Certificate of Appreciation from Baku City Circuit (July 2016)

Languages

- Azerbaijani - Native
- Russian - Native
- English - Full Professional Proficiency
- Turkish - Conversational
- Deutsch - Limited Working Proficiency