



Elvina Jalilova

Date of birth: 27/07/2003 | **Nationality:** Azerbaijani | **Gender:** Female | **Address:**
Hartigova 198, Prague 3, Czech Republic

● EDUCATION & TRAINING

15/09/2020 – 10/06/2024 – BAKU, AZERBAIJAN

BACHELOR OF BUSINESS ADMINISTRATION – AZERBAIJAN STATE OIL AND INDUSTRY UNIVERSITY

16/09/2024 – 02/06/2026 – PRAGUE, CZECHIA

MASTER'S IN INTERNATIONAL BUSINESS – PRAGUE UNIVERSITY OF ECONOMICS AND BUSINESS (VSE)

● WORK EXPERIENCE

17/02/2026 – 15/05/2026 – PRAGUE, CZECHIA

SALES ADMINISTRATOR PULSAR EXPO S.R.O

- Administered the sales documentation lifecycle (introductory parts of supply contracts with international partners, introductory parts of vehicles' handover protocols, introductory parts of NDAs), accelerating agreement sign-offs.
- Used MS Dynamics CRM to process incoming leads, sales queries; create vehicles quotes, upload commercial offers, update deal pipelines & ERP software to structure existing and new project's documentation, to issue pro forma invoices and invoices, track operational data.
- Compiled regular sales analytics reports for sales department management, tracking each sales representative's KPIs as leads becoming contacts, deal progressions and sales volume.
- Streamlined day-to-day office operations, managing in-office sales department's workflows.

20/01/2025 – 30/01/2026 – PRAGUE, CZECHIA

AFFILIATE MANAGER GLOBAL TECH SOLUTIONS

- Managed affiliate partnership initiatives, negotiating B2B contracts and closing deals to support startup's platform growth.
- Participated in targeted strategies to boost affiliate engagement and increase revenue.
- Promoted AI and tech products at conferences in Cyprus (Nicosia), Hungary (Budapest), Spain (Barcelona), Georgia (Tbilisi).

09/09/2024 – 03/01/2025 – PRAGUE, CZECHIA

SALES ASSISTANT MANGO STORE

- Engaged with both Czech and international customers in multiple languages, offering personalized assistance.
- Collaborated with the store team to process stock arrivals and maintain product displays.
- Handled customer inquiries on offline and online purchases.

07/02/2024 – 31/05/2024 – BAKU, AZERBAIJAN

INTERN IN DESIGN THINKING STATE AGENCY FOR PUBLIC SERVICE AND SOCIAL INNOVATIONS

- Researched design thinking and product development frameworks to apply them while analyzing user needs in the introductory part of human-centered public services projects.
- Created presentations using Canva and PowerPoint to summarize project metrics.
- Assisted in gathering user feedback to optimize service delivery.

16/11/2022 – 29/05/2023 – BAKU, AZERBAIJAN

JUNIOR MANAGER BOOMERANG OFFICE

- Managed internal documentation and translated materials between Azerbaijani, English, and Russian with accuracy.
- Participated in educational events for representatives of private schools abroad and “Boomerang’s” students, managing scheduling, minutes and follow-up administrative tasks.
- Using CRM, kept track of customers/students, and using Excel, kept track of inventory and office expenses.

01/02/2022 – 29/09/2022 – BAKU, AZERBAIJAN

ENGLISH INSTRUCTOR START IT COLLEGES

- Delivered structured academic and business English courses, helping students 13+ y.o master professional communication skills.
- Designed customized interactive materials following Communicative Language Teaching (CLT) and Task-Based Language Teaching (TBLT) approaches.
- Organized parent – teacher monthly meetings to provide constructive feedback on each student’s performance.

08/09/2020 – 16/10/2021 – BAKU, AZERBAIJAN

ENGLISH INSTRUCTOR EGIC SCHOOL

- Designed and delivered interactive English lessons for young learners (6 –11 ages)
- Applied gamified teaching techniques like storytelling, crafts, hand-made cartoons to boost children engagement and focus.
- Monitored individual student progress, managing coursework and after-school work.

● **SKILLS**

Microsoft Office | Microsoft Word | Microsoft Excel | Microsoft Power Point | Google Drive | Organizational and planning skills | Motivated | Team-work oriented | Multilingual and Intercultural Communication | customer service | Data Organization and Processing | Project Coordination | JIRA, Application Lifecycle Management | AGILE | ERP Dynamics | CRM Microsoft Dynamics | Good listener and communicator | Slack | Asana | Canva |

LANGUAGES

English – Fluent

Azerbaijani – Fluent

Russian – Fluent

Turkish – Intermediate

Czech – Basic