



Samad Samadov

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● WORK EXPERIENCE

08/04/2021 – 17/10/2022 Baku, Azerbaijan
CASHIER QAYALI MARKET

- Processing Sales Transactions:** Accurately handling cash, credit/debit card transactions, checks, and other forms of payment.
- Issuing Receipts and Change:** Providing customers with receipts and the correct change.
- Balancing the Cash Register:** Ensuring that the cash register is balanced at the beginning and end of each shift, reconciling cash and credit transactions.
- Customer Interaction:** Greeting customers warmly, answering their questions, and providing assistance as needed.
- Handling Complaints and Issues:** Addressing customer complaints and resolving issues promptly and efficiently.

11/04/2022 – 30/09/2022 Baku, Azerbaijan
JUNIOR MANAGER AZERSUN

- Supervising Daily Operations:** Ensuring smooth day-to-day activities.
- Resource Allocation:** Managing staffing, materials, and budgets.
- Team supervision:** leading and guiding a team of employees.
- Performance Monitoring:** Setting goals and conducting performance reviews.
- Training and Development:** Facilitating professional growth for team members.
- Liaising with Senior Management:** Reporting on Operations and Team Performance.
- Facilitating Meetings:** Organizing and leading team meetings.

13/05/2023 – 24/12/2023 Baku, Azerbaijan
MANAGER BELLISSIMO PUB 05.2023-12.2023 PUB

- Overseeing Operations:** Ensuring daily smooth running.
- Stock Management:** Ordering and managing inventory.
- Staff Supervision:** Hiring, training, and supervising staff.
- Scheduling:** Creating and managing staff schedules.
- Ensuring Excellent Service:** Maintaining high standards and addressing complaints.
- Engaging with Customers:** Building relationships with patrons.
- Budgeting:** Managing the pub's budget and controlling costs.
- Cash Handling:** Overseeing cash management procedures.
- Adhering to Regulations:** Ensuring compliance with health, safety, and licensing laws.
- Maintaining Cleanliness:** Keeping the pub clean and hygienic.
- Planning Events:** Organizing and promoting events.
- Social Media and Marketing:** Managing social media presence.
- Ensuring Quality:** Maintaining food, drink, and service quality.
- Supplier Relations:** Managing supplier relationships.
- Resolving Issues:** Handling operational issues and emergencies.
- Making Improvements:** Seeking ways to improve operations and customer experience.

● EDUCATION AND TRAINING

15/09/2019 – 30/06/2023 Baku, Azerbaijan

BACHELOR'S DEGREE IN INDUSTRIAL ENGINEERING Azerbaijan State Oil and Industry University

Website <https://asoiu.edu.az/>

20/02/2024 – CURRENT Warsaw, Poland

MASTER'S DEGREE IN ENERGY MANAGEMENT Vistula University

Website <https://vistula.edu.pl>

● LANGUAGE SKILLS

Mother tongue(s): **AZERBAIJANI** | **TURKISH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	B2	B2
RUSSIAN	B1	B1	B1	A2	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Excel | Microsoft Word | AutoCad 2D -3D | Microsoft Powerpoint | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Matlab/Simulink | AutoCAD and Inventor CAD program | Python Language - Basic knowledge | Knowledge of SQL. | Adobe Photoshop (basic elements)