



Rajab SAFAROV

## PERSONAL INFORMATION

Address:  
 \*\*\*\*\* , Roma, Italy

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 +39 \*\*\*\*\*

Email:  
 rajabsafarov02@gmail.com

Date of Birth:  
 17/04/1996

Nationality:  
 Azerbaijani

## LANGUAGES

Azerbaijani: Native  
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English: Fluent  
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Turkish: Fluent  
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Italian: Intermediate  
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German: Elementary  
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## SKILLS

IT skills:  
 Microsoft word, Power Point, Excel, Photoshop, Corel videostudio, UI/UX...

Soft skills:  
 Teamwork, Leadership, Decision making, Time management, Adaptability, Creativity, Communication.

# PROFESSIONAL EXPERIENCE

10/02/2020 – 15/07/2020

### Internship at Political Science Faculty

*La Sapienza di Roma, Rome, Italy.*

- Supporting students from the department of Political Science with administrative requests, such as registering for exams;
- Administrative tasks and office work (i.e. phones, email, filling, etc...).

01/06/2019 - 30/11/2019

### Tour Operator Office Assistant

*Enjoy Rome Tourism Organization, Rome, Italy.*

- Registering the clients and organizing their tours for Vatican museums and Colosseum;
- Front and Back Office work (i.e. check in, handling bookings and cancellations) by using Italian and English languages;
- Responding the tourist inquiries about the tour services and resolving their concerns or complaints in a courteous and professional manner;
- Processing customers' payments.

01/04/2017 - 01/06/2017

### Internship in Parliament of Republic of Azerbaijan

*Baku, Azerbaijan.*

- Translating official articles to English;
- Publishing news at the government's website;
- Providing information to the public and answering their request's in accessing to the parliament and its services.

# EDUCATION

10/12/2020 – Present

### PhD in Political Science (International Order and Human Rights)

*La Sapienza di Roma, Rome, Italy.*

15/09/2017 – 21/10/2020

### Master's Degree in Political Science (International Cooperation and Development)

*La Sapienza di Roma, Rome, Italy.*

- All courses are taught in English. GPA = 110 and lode.

15/09/2013 – 30/06/2017

### Bachelor's Degree in International Relations and British Studies

*Azerbaijan University of Languages, (Baku, Azerbaijan).*

- GPA = 87.1/100

# EXTRACURRICULAR ACTIVITIES

01/08/2016 – 27/08/2016

### Volunteering in International Work Camp

*Bad Oeynhausen, Germany.*

- Helping children to develop abilities as collaboration, teamwork, fair play, through social and cultural activities;
- Organizing entertaining activities and teaching English for common life;

10/04/2016 – 30/04/2016

### Office worker at the airport of Baku

*Baku, Azerbaijan.*

- Documentation and assisting foreign passengers to fill the relevant documents in order to apply for the visa;
- Assisting VIP passengers and providing with relevant information.

01/06/2015 – 30/06/2015

### National Olympic Committee Assistant

*Baku, Azerbaijan.*

- Working as a translator for the delegation of Kosovo from English to Azerbaijani language;
- Being in charge of VIP facilities (i.e. welcoming, registering, accommodating, accompanying through the locals etc...).

# TRAININGS

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- 05/11/2019 Certificate of Completion training of the IEEE Xplore ® Digital Library IEEE.  
Rome, Italy.
- 30/10/2018 Certificate of Attendance for Italian Language in Linguistic Center of Sapienza University.  
Rome, Italy.
- 19/05/2018 Certificate of Attendance of Cultural Path of Linguistic and Civic Education.  
Rome, Italy.
- 01/03/2017 - 05/03/2017 Youthpass of Participation in a Learning Mobility Project on Volunteering – a Pathway to the Employment (ERASMUS).  
Plovdiv, Bulgaria.
- 04/05/2017 - 06/05/2017 Certificate of Volunteering Activity in 4th World Forum on Intercultural Dialogue.  
Baku, Azerbaijan.
- 18/02/2017 - 19/02/2017 Certificate of Appreciation at Model US Senate.  
Baku, Azerbaijan.
- 22/12/2016 Certificate of IELTS for B2 Level.  
Baku, Azerbaijan.
- 17/06/2016 - 19/06/2016 Certificate of Volunteering in Formula 1 Grand Prix of Europe.  
Baku, Azerbaijan.
- 22/05/2016 Certificate of Honorable Mention at Model World Trade Organization.  
St Gallen, Switzerland.
- 12/03/2016 - 12/05/2016 Certificate of Achievement of the Training Program of Model of OIC International Relations Academy-2016.  
Baku, Azerbaijan.
- 25/04/2016 - 27/04/2016 Certificate of Appreciation for Volunteer Support and Contribution to the 7th Global Forum of the United Nations Alliance of Civilizations (UNAOC).  
Baku, Azerbaijan.
- 22/04/2016 Second prize for Annual Conference of Student Scientific Society.  
Baku, Azerbaijan.
- 20/02/2016 - 23/02/2016 Certificate of Participation at (MilliMUN) First National Model United Nations Conference.  
Baku, Azerbaijan.
- 08/09/2015 - 14/12/2015 Youthpass of Participation in Long-Term Training Course in Informal – Integration of Non-Formal Education Approach to the Formal Education System for Youth Empowerment at Local Level (ERASMUS).  
Hradec Kralove, Czech Republic and Rostov Veliky, Russia.
- 10/08/2015 - 14/08/2015 Certificate of Participation in Dashkesen Model United Nations Summer School.  
Baku, Azerbaijan.
- 09/03/2015 - 15/03/2015 Certificate of Participation at Youth Exchange Program in Youth Empowerment and Youth Unemployment (ERASMUS).  
Vienna, Austria.
- 17/11/2014 Goethe Zertifikat A1 Start Deutsch 1.  
Tbilisi, Georgia.
- 28/07/2014 - 22/08/2014 Certificate of Participation in Intensive English Course at C1 level.  
Heidelberg, Germany.