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valiyevaf378@gmail.com



EDUCATION

Bachelor of Primary education

Nordic International University
2022 – 2026

Master of Management of Educational Institutions

Nordic International University
2026–Present

SKILLS

Management Skills	
Creativity	
Digital Marketing	
Negotiation	
Critical Thinking	
Leadership	

LANGUAGE

- ♦ Russian
- ♦ Deutsch
- ♦ Finnish

FATIMA VALIEVA

Dean's Office Manager

ABOUT ME

Motivated and responsible education professional with 4 years of experience working in a university Dean's Office. Experienced in student support, academic administration, document management, communication with students and faculty, and coordinating educational processes. I am organized, detail-oriented, and confident in handling administrative tasks and working with different teams. I am eager to contribute my experience and skills to a dynamic educational institution while continuing to develop professionally.

EXPERIENCE

Dean's Office Manager

2022–Present

- Managed administrative and academic documentation.
- Supported students and faculty with academic and administrative matters
- Prepared reports, official letters, announcements, and university documents.
- Coordinated communication between students, faculty, and university administration.
- Managed academic schedules and student-related requests.
- Worked with HEMIS and other university information systems.
- Assisted with various academic and administrative activities

REFERENCES

Elshod Umarov

Faculty Dean

Phone: 55-508-44-00

Email: info@nordicuniversity.org

MUNIS ABDULLAEV

Head of Department

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