

# BEHRUZ RAJABOV

*Business Administration*



## CONTACT

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- fluent-future.uz

## EDUCATION

### British Management University

2022 - Present  
Bachelor of Business Administration (BBA)

## AWARDS & CERTIFICATIONS

- International Foundation Programme (University of Reading)
- Certificate of Appreciation — Introduction to Accounting
- Certificate of Recognition — Introduction to Finance
- IELTS 8.0

## SKILLS

- MS Office
- Time management
- Attention to details
- Reporting & Documentation
- PHP, Python, MySQL.
- Data Analysis
- Good Understanding of IT/Tech

## PROFILE

Business Administration student at British Management University specializing in Supply Chain Management and Logistics. Strong analytical and organizational skills with a practical understanding of business operations, process optimization, and coordination across functions. Experienced in working with systems, data, and structured workflows. Reliable, detail-oriented, and focused on efficiency and continuous improvement.

## WORK EXPERIENCE

### ESL TEACHER

#### Genius Avenue Learning Center

September 2023 - September 2024

- Delivered structured English lessons to diverse student groups
- Prepared lesson plans and learning materials
- Monitored student progress and maintained academic records
- Communicated clearly and professionally with students and staff
- Developed strong presentation and interpersonal skills

### UPDATER (TRACK & TRACE)

#### Lake Logistics Inc.

September 2025 - December 2025

- Updated and maintained operational and tracking data
- Ensured accuracy and consistency of records
- Followed standardized procedures and reporting requirements to update brokers.
- Supported day-to-day logistics and tracking operations
- Worked with time-sensitive information under deadlines