

Elnara Gasimova

Fresh Graduate Logistics Specialist

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Professional Summary

Detail-oriented and highly organized Logistics Specialist with a strong understanding of supply chain management, freight coordination, and inventory control. Skilled in optimizing transportation routes, managing logistics operations, and ensuring timely and cost-effective delivery of goods. Adept at using logistics software to track shipments, analyze data, and improve efficiency. Strong problem-solving and communication skills, with the ability to collaborate with vendors, carriers, and cross-functional teams. Committed to streamlining processes, reducing costs, and enhancing overall operational performance. Seeking an opportunity to contribute expertise in transportation and logistics to a dynamic and growth-oriented organization.

Hard and Soft Skills

- Strong Verbal and Written Communication
- Initiative, Critical Thinking and Adaptability
- Leadership, Creativity & Teamwork
- Decision-Making and Problem Solving
- Continuous Learning, Attention to Detail
- Strong Transportation Management Systems Skills
- Strong Process Control Systems Knowledge
- HSE regulations & Cultural Awareness
- MS Office / MS Outlook
- SAP / Oracle / Power BI

Work Experience

Logistics Intern
Avrora LLC

04/2026 – 05/2026
Baku, Azerbaijan

- Assisting with the preparation and management of logistics and transportation documents, including invoices, packing lists, CMRs, and official letters ;
- Supporting the process of obtaining hygiene, veterinary, and phytosanitary certificates from the Food Safety Agency for imported goods ;
- Coordinating fumigation certificate acquisition for exported goods, ensuring compliance with international shipping standards ;
- Processing and managing orders within the company's internal systems, such as 1C ;
- Assisting with import approvals and customs documentation, including the preparation of short declarations ;
- Collaborating with internal departments and external vendors to ensure smooth logistics operations ;
- Preparing operational summaries, logistics matrices, and presentations as needed ;
- Supporting administrative and operational tasks related to logistics and supply chain activities .

Education

Bachelor degree: International Trade and Logistics
Azerbaijan Technical University

09/2022 – 06/2026
Baku, Azerbaijan

Languages

- Azerbaijan – Native Language
- English – Intermediate
- Turkish– Upper-intermediate