



Sahib Babayev

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Languages

English - Native

Russian - Native/Bilingual

Turkish - Native/Bilingual

Azerbaijani - Native/Bilingual

French - Conversational

Italian - Conversational

Ukrainian - Proficient

Skills

- Regulatory Research (EU frameworks, AML, Sanctions)
- Policy Brief Drafting
- ESG Reporting Support
- KYC & Customer Due Diligence (CDD)
- Sanctions Screening
- Sustainability KPIs
- ESG Communication
- KYC & Due Diligence
- Compliance Documentation
- Trade Finance Support
- Risk Awareness
- Microsoft Excel (Advanced: reporting, data validation, basic analysis)
- PowerPoint (corporate presentations, executive-ready slides)
- Word (formal documentation, policies, reports)

Summary

Recent Master's graduate with international experience across Human Resources, Compliance, ESG, Public Affairs, and Business Operations within multinational organizations. Supported recruitment-related activities, HR coordination, employee documentation, stakeholder engagement, compliance research, and sustainability reporting initiatives across international environments. Developed strong communication, analytical, and organizational skills through experience in Switzerland, the UAE, and Azerbaijan. Motivated to contribute to people-focused, international, and value-driven organizations through HR, Talent Acquisition, Employee Experience, Operations, or Governance-related roles.

Work Experience

Business Analyst / Supply Chain Intern, SOCAR ENERGY, Dubai, UAE

06/2024 – 08/2025

- Developed Power BI dashboards to monitor over 7 Key Performance Indicators (KPIs), enhancing performance visibility for operational teams.
- Contributed to the revision of compliance documentation, facilitating more structured internal reporting processes.
- Facilitated cross-functional collaboration between trading and reporting departments to ensure punctual data submissions.

HR & Compliance & ESG Intern, SOCAR Trading, Geneva, Switzerland

08/2023 – 05/2024

- Researched Anti-Money Laundering (AML), sanctions, anti-corruption, data protection, and trade control regulations across multiple jurisdictions, supporting compliance risk assessments.
- Assisted with Know Your Customer (KYC) and due diligence procedures for corporate counterparties, aiding in documentation verification and compliance checks.
- Maintained and analysed Environmental, Social, and Governance (ESG) KPI datasets, supporting sustainability reporting and performance monitoring across various business functions.
- Supported ESG communication efforts by creating content and coordinating stakeholders for sustainability-related digital platforms.
- Orchestrated cross-departmental documentation exchange between compliance, HR, and trade finance teams to ensure regulatory accuracy and transparency.
- Served as an HR liaison across international offices, assisting with updates to the HR handbook, internal policies, and employee documentation.
- Contributed to internal communications and employer branding initiatives, supporting recruitment materials and corporate communication workflows.

Public Affairs / Communications Intern, Azerbaijan Ministry of Foreign Affairs, Baku, Azerbaijan

02/2022 – 08/2022

- Authored policy briefing materials for diplomatic stakeholders, contributing to high-level meetings and multilateral coordination.
- Assisted in the planning and execution of 4+ diplomatic events involving international delegations.
- Documented and reported on stakeholder engagement activities.

- Power BI (dashboards, KPI tracking, performance reporting)
- SAP - basic operational exposure (documentation, reporting support, data entry)
- SharePoint, Internal Databases & Record Management Systems
- Data Quality Control & Validation
- Document Management Systems (DMS)
- Mailchimp (internal & external communications support)
- Website Content Management (basic updates, uploads, content refresh)
- MS Outlook & Corporate Communication Tools
- Stakeholder Coordination
- Communication
- Analytical Skills
- Organizational Skills

Education

Università degli Studi di Siena,

Master's Degree, Public and Cultural Diplomacy, Siena, Italy

09/2023 – 06/2025

The Radboud University,

Erasmus Exchange Programme, Political Science and Public Administration,

Nijmegen, Netherlands

09/2024 – 2025

Baku State University,

Bachelor's Degree, International Relations and Economics,

Baku, Azerbaijan

09/2018 – 06/2022

Certificates

**Trade, Immigration and Exchange Rates in a Globalized World,
IE Business School**

**Credit Risk Management: Frameworks and Strategies,
New York Institute of Finance**

01/2025