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| **SUMMARY** | |
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|  | |  |  | | --- | --- | |  Profile: | Female , 26 , Married | |  Nationality: | Iran | |  |  | |  | | |  Current position: | Head of Automotive Industry Division | |  Company: | PTB, Perse Int'l Forwarding Co. | |  | | |  Preferred Locations: | Tehran, Anywhere outside Iran | |  |  | |
| **WORK EXPERIENCE** | |
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| |  |  |  | | --- | --- | --- | | Jul 2014 - Present | **PTB, Perse Int'l Forwarding Co.** | **Iran** | |  | *Head of Automotive Industry Division* | | |  | 1.Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning. 2.Supervise and coach division on a weekly basis. 3.Monitoring customers's turn over  4.Provides information by collecting, analyzing, and summarizing data and trends. 5.Accomplishes marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs; developing field sales action plans. 6.Achieves marketing and sales operational objectives by contributing marketing and sales information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change. 7.Accomplishes marketing and organization mission by completing related results as needed. | | | |
| |  |  |  | | --- | --- | --- | | Apr 2013 - Jul 2014 | **PTB, Perse Int'l Forwarding Co.** | **Iran** | |  | *Sales & Operation* | | |  | 1.Provide freight rate quotes to subsidiary contacts as required. Get rate quotes from approved carriers on air, LCL shipments and container shipments to ensure the most economical carrier is utilized that meets the service requirements the customer needs. 2.Take booking requests ensuring bookings are made at current and accurate rates. 3.Monitor and manage shipments until completion. 4.Responsible for customer service internally 5.liaising and networking with a range of stakeholders including customers, colleagues, suppliers and partner organisations; 6.monitoring competitor activity; 7.maintaining and updating customer databases; 8.conducting market research, 9.Invoicing customers | | | |
| |  |  |  | | --- | --- | --- | | Feb 2012 - Apr 2013 | **PTB, Perse Int'l Forwarding Co.** | **Iran** | |  | *Export Coordinator* | | |  | 1.Provide freight rate quotes to subsidiary contacts as required. Get rate quotes from approved carriers on container shipments to ensure the most economical carrier is utilized that meets the service requirements the customer needs. 2.Maintain files on export orders, carriers, forwarders, freight rates, and transit times. 3.Communicate with carriers, origin and destination locations regarding shipment status, special handling and delivery processes. 4.Take booking requests ensuring bookings are made at current and accurate rates. 5.Monitor and manage shipments until completion. 6.Managing commercial terms of freight, arrival confirmation and pre-alert details & managing demurrage. 7.Responsible for customer service internally 8.Invoicing customers | | | |
| **OTHER CERTIFICATES** | |
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| **LANGUAGES** | |
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|  | |  |  | | --- | --- | |  Persian (Farsi) | Native | |
|  | |  |  | | --- | --- | |  English | Fluent | |
|  | |  |  | | --- | --- | |  French | Basic | |

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