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**Name:** SiminSimin.367334@2freemail.com

**Profile:** A hardworking, committed and enthusiastic person in my carrier, with over four years’ experience of working in business area, paying attention to my duties consciously, with interpersonal skills and ability.

**Education and Qualifications:**

* Accounting Courses (300 Hours )
* Advanced Letter Of Credit Courses (120 Hours )
* Bachelor Degree in Tourism Management (Ragheb-Esfahani University )

**Work Experiences:**

- Ofoq Stone Company - 2015-Up to Now

Commercial Manager

* Resolving contractual and commercial problems
* Discovering areas that are not in-keeping with regulation practices
* Offering direction and instruction
* Risk assessment
* Reviewing and developing operational process flows
* Ensuring that all stockholders understand and adhere to contractual obligations
* Ensuring that the financial aspects and impact of a contract are clear to all parties
* Overseeing financial KPIs

 **-** FMI Group (The branch of Chodan Sazan Co ) Consultative Foreign Purchase

 2013-2014

-Chodan Sazan Co., Foreign Trade

(Manufacture of Cast Rolls & Sleeves) (Import of Raw Materials)

 2011-2013

No 136, 4th St, Jay Industrial zone, Esfahan, Iran.

**Skills and Proficiencies:**

 **Skill Name Skill Level**

* Natural Stone Export Expert
* Registration of the purchased product at Iran Chamber of Commerce Expert
* .Preparing Documents & Follow up for releasing goods from customs. Expert

* Foreign Purchase Consultative Expert
* Client Relation /Customer Care Expert
* Accounting Basic
* Opening Letter of Credit & Money Draft Expert
* English Language Expert
* Arabic Language Intermediate
* Turkish & French Language Basic
* Persian Language Mother Language
* Power Point Presentation Expert
* MS Office (Word ,Excel ,PowerPoint ,Access ) Expert

I look forward to an interview and hope to hear from you at your earliest convenience.