

SUMMARY

Software development student with extensive knowledge, proficient in various languages & technologies, committed to continuous learning. Strong problem-solving skills & capable of effectively representing a firm's products. Equipped to provide expert advice & recommendations as a member of professional bodies. Excellent communication skills to convey technical information & build strong relationships with clients. Highly organized and able to work efficiently in a team.

SKILLS

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|-----------------------|-------------------------|
| - HTML/CSS/JavaScript | - Business Development |
| - Python | - Operations Management |
| - SQL | - Analytical Thinking |
| - Risk Assessment | - Problem Solving |

EDUCATION

2012 | **Bellerbys College** - A-Levels: Math, Further Math, Physics, Chemistry
2013 | **Queen Mary University** - Computer Science
2020 | **Azad University** - Civil Engineering BSc
2022 | **Brunel University London** - Management MSc

WORK HISTORY

May 2018 – January 2021

International Relations Manager – **Maymak Co.** | Tehran

- Estimated expected changes in business operations and made proactive adjustments to employee schedules and inventory levels to address needs.
- Assisted in organising and overseeing assignments to drive operational excellence.
- Identified and communicated customer needs to supply chain capacity and quality teams.
- Improved staffing during busy periods by creating employee schedules and monitoring call-outs.
- Maintained positive customer relations by addressing problems head-on and implementing successful corrective actions.
- Established performance goals for employees and provide feedback on methods for reaching those milestones.
- Defined clear targets and objectives and communicated to other team members.
- Communicated best practices among on-site and external personnel to align efforts and goals.
- Established team priorities, maintained schedules and monitored performance.
- Streamlined and monitored quality programs to alleviate overdue compliance activities.
- Planned, created, tested, and deployed system life cycle methodology to produce high-quality systems to meet and exceed customer expectations.
- Launched quality assurance practices for each phase of development

October 2017 – April 2018

Assistant Quantity Surveyor – **Fanavaran Pars Parto Co.** | Tehran

- Oversaw cost planning, conducting dilapidation surveys to generate bills of quantities.
- Avoided project delays by ensuring timely, accurate completion of sub-contract documentation.
- Maximised profitability, verifying appropriate tender margin was met on each project.
- Provided accurate analysis of subcontractor applications to ensure high standards of quality.
- Ensured successful project outcomes by delivering effective performance assessments of contractors.
- Controlled project risk by compiling detailed construction phase plans and producing site-specific RAMS.
- Prevented overspending by reviewing and approving subcontractor payments.
- Identified and mitigated potential fraud and transaction risks.
- Supported Project Managers with commercial and contract management of consultants and contractors to maintain cost-effectiveness.
- Identified and reported suspicious behaviour to security personnel as appropriate.
- Explained bank services, financial products and applicable fees to customers.
- Responded and assisted customers with account inquiries and updates.
- Assisted customers in bank operations, including opening accounts, accessing safe deposit boxes and cash point operations.
- Recommended bank products and services to current and prospective customers.