

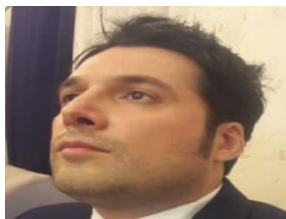
BAHADOR BEN RAVANDI

Age : 35

Live in : Columbus, OH

Phone #: (608)-692-0091

OBJECTIVE



To increase my knowledge and experience in the fields of management, computer technology and business.

EDUCATION & EXPERIENCE

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|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 2013- 2018 | Bahar Toos Salafchegan | Tehran, Iran |
| | <i>Commercial Manager</i> | |
| | <ul style="list-style-type: none">▪ Handling all logistic works including negotiations, contract agreement, purchase orders and custom follow ups in importation of used copy machines | |
| 2011 – 2013 | MATC | Madison, WI |
| | <i>CIS – Web Analyest Programmer</i> | |
| | <ul style="list-style-type: none">▪ Studying web programming including JavaScript, SQL Database, PHP, and XHTML Web Development.▪ Knowledgeable about Microsoft Office (Excel, Word, PowerPoint, Visio, and etc). | |
| 2009 – 2011 | PLS Check Cashers | Madison, WI |
| | <i>Customer Service Representative</i> | |
| | <ul style="list-style-type: none">▪ Cashing business and personal checks, money orders and wire transfers.▪ Paying bills, Western Union, collection calls and all other money activities. | |
| 2005 - 2009 | Mercury Middle East | Sharjah, UAE |
| | <i>Commercial Manager</i> | |
| | <ul style="list-style-type: none">▪ Responsible for increasing commercial sales in the Middle East▪ As Mercury Middle East was a new company, created their entire system of Invoicing, Accounts Payable & Receivables, Forecasting, and Rolling Forecasting▪ Negotiated more profitable and secure payment terms with clients and | |

suppliers

- Changed ordering system thus allowing prompter supply of products with less exposure for Mercury Middle East

2003- 2005 Behestan Darou Tehran, Iran

Business Development Assistant – IT Assistant

- Responsible for assisting the business development manager in attaining representation of six multinational pharmaceutical manufacturers
- Assisted in increasing the organization's revenue by \$11.7 million
- Developed organization's IT department
- Developed organization's intranet and web log services
- Responsible for all training lectures, intranet and web log services
- Interfaced with IT staff for ticket items
- Increased the efficiency of the Business Development department by 82%
- Responsible for forecasting, ordering, logistics, distribution and planning for approximately \$10 million in pharmaceutical products.
- Independently coordinated with Behestan Darou's multinational partners, located in several different European and Middle Eastern countries, for orders, technical issues, and shipment schedules.
- Coordinated with Behestan Darou's Financial Department for Accounts Payable and Receivables for orders and products in my areas of responsibilities

2000 - 2003 McDonald's Sun Prairie, WI

Swing Manager

- Started as a cashier and drive-thru cashier
- After six months was promoted to swing manager
- Managed a team of ten employees
- Responsible for balancing cash against cashiers' totals