




Fereshteh Dalvand

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SUMMARY

- Profile: Female ,  Single
- Nationality: Iran
- Current Location: Iran, Tehran
- Current Position: Sales & Marketing Manager
- Company: Pamblu
- Salary expectation: Not Specified/ Negotiable

WORK EXPERIENCE

Jun 2017 - Jun 2021 **Pamblu**

Iran, Tehran

Sales & Marketing
Manager

Pamblu is a professionally pharmaceutical industry service provider in North America by collaborating with one of the largest pharmaceutical companies and also agent of Pfizer Inc. (an American multinational pharmaceutical corporation).

Feb 2012 - May 2017 **Forest Mobil**

Iran, Tehran

Head of Sales

wooden industry began its activity in the field of wood products production in 1997.

Jun 2011 - Dec 2011 **Solico Group
(Kalleh)**

Iran, Tehran

CEO assistant
manager

Solico Group (Kalleh Co.) is a multinational food company. It produces, trades, distributes and sells food in more than 10 countries. Dairy products, ice cream, ready-meal, ...as an executive assistant to the managing director

Jul 2009 - Jun 2011 **Nichlan**

Iran, Tehran

Managing Director
Personal Assistant

Nichlan industrial & technology innovations (Niti) & Iran Data System (IDS) Co. (agent of Daikin Industries, Ltd. , is a Japanese multinational air

conditioning manufacturing company and Iran Data Systems is one of the leading and most competent IT companies) worked as an executive secretary (sale & business coordinator) reporting to managing director .



May 2008 - Jun 2009 **Ocean Lines
Maritime Shipping
Pars**

Iran, Tehran

Operation Manager
Assistant

Activity varies in handling FCL boxes inbound and outbound, LCL service as well as direct consolidated cargo from China/ Taiwan/Hongkong , singapore and Dubai to Iranian southern ports . Also covering Iran inland destination in-transit and CIS destinations.Land and Air transport from Europe , U.K and Turkey completes our international transport service .

worked as an operation manager assistant for ocean lines maritime shipping pars.



Jul 2005 - Feb 2008 **NIIT**

India, Bangalore

Project Assistant

I have worked from July 2005 to Nov 2006 as a project assistant for NIIT institute in India(Bangalore). (During the study period) and afterwards i have worked from Jan 2007 to Feb 2008 as a HR assistant for CIIT recruitment & job agency providing qualified staff for international companies operating in India(Bangalore) . (During the study period)

EDUCATION



2003 - 2008 **Bangalore University**
-Engineering (Computer/ Hardware and
Software) - Bachelor(BSc/BA)

India, Bangalore

SKILLS

MS Office Suite

Advanced

LANGUAGES

• English

Professional

CERTIFICATES

2012	Tehran Chamber of Commerce Industries & <i>Purchasing Management Course</i>	
2007	IHTT <i>MCSA & A+</i>	
2007	ISS <i>Oracle</i>	India

ABOUT ME

Dear Madame/Sir, In response to your job opening, please consider my resume , I believe my background and skills closely match your job requirements and I am confident I can make a positive contribution to your organization. The invaluable administrative experience I gained working at a number of different fields has developed my organizational, secretarial, administrative and public relations skills. Highly competent user of MS Word, Excel, Internet, , and I speak fluently English . Throughout my career I have been known as a quick learner,co-operate with each other and I am able to focus and remain calm when under pressure. The challenging, long-lasting circumstances with a large number of international associates, have developed my adaptation skills in any social and natural work environment. It will be an honor for me to work for your organization . Thank you for your consideration Ms.Fereshteh Dalvand