

Personal information

Name: Mandana

Family name: Khodaeenia

Date of born: 6th Dec, 1986

Mobile: 09198087570

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Educational Background

North Azad University, Tehran, Iran

2007-2012

B.S .in English Language interpretation and translation

Work Experience

Lian Arman Rah

Translator

2009

Caspian Electronic (Member of Caspian Group of Companies)

Ladiz Electronic (Member of Caspian Group of Companies)

Commercial Manager

2011-present

Deal with following Known brands and companies:

Electronics

- Panasonic: Telecoms and CCTV
- Alcatel: Telecoms
- Gigaset: Telecoms
- JVC: CCTV

- Sony: Gaming
- Nintendo; Gaming
- Logitech: Computer accessories
- Microsoft : Gaming & computer accessories
- Apple: Mobile phones
- Nintendo; Gaming
- Skross: Mobile related accessories
- Thomson: Small home appliances

Fashion

- Valentino Rudy: Wrist watch
- Bonia: Wrist watch
- Auguste Raymond: Wrist watch
- Alain Delon: Wrist watch
- Quantum: Wrist watch

Main Responsibilities

- Research and evaluate suppliers and negotiate with them.
- Find new and prospective vendors and also OEM manufacturers.
- Compare prices, specifications, and delivery date to determine the best bid among potential suppliers.
- Purchase orders preparation and placing orders to suppliers.
- Handel all necessary documentation from Performa invoice to shipping documents and logistic issues.
- Prepare all documents for import license as well as register goods at ntsw.
- Monitor customs procedure for the goods under clearance.
- Have experience to work with banks and Nima foreign currency system.
- Arrange and process payments to the suppliers.
- Translate catalogues, brochures, user manuals and gift boxes.
- Perform as an interpreter during meetings with suppliers.
- Contact suppliers for any technical issues and queries for after sales service Dept.

Skills

- Great verbal and written English communication skills
- A high standard of computer literacy
- Ability to work as a member of team