

# Rezvan Mohammad Hossein Doulabi

## ***SUMMARY***

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Profile: Female, 33, Single  
Nationality: Iran

## ***WORK EXPERIENCE***

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|-----------------------|---|--------------|
| March 2016 – Present  | Abtin Tahviah Asia<br>Sale's accountant & Bookkeeper<br>Abtin Trading Company, official representative of Grandfoss Corporation, Danfoss<br><br>Main roles: <ul style="list-style-type: none"><li>-Documents registration</li><li>- Recording sales receipts and - Sale's accountant.</li><li>- Preparing the monthly reports of owed customers</li><li>- Preparation of any type of sales report and estimation of the yearly sale's commission and related reports</li><li>-Daily inventory control of the ready-made items and synchronization with the warehouse and sales unit</li><li>- deposit incoming cash and Checks.</li><li>-Prepare and follow up managerial financial reports as required</li><li>-Submitting Finance Reports, VAT...</li></ul>   | Tehran, Iran |
| May 2014 – March 2016 | Abzar Darman Persia<br>Account Assistant & Secretary<br>Abzar Darman Persia (official representative of Daiken of Japan) which is one of the pioneers in the importation of medical devices, is currently active in the field of infection control, health and fitness equipment.<br><br>Main roles: <ul style="list-style-type: none"><li>- Executive secretary.</li><li>- Recording sales receipts and - Sale's accountant.</li><li>- deposit incoming cash and Checks and role as treasury accountant.</li><li>- Preparing the reports of accounts payable and receivable.</li><li>- Clear bank reconciliation items on a monthly basis.</li><li>- Count salary taxes, Provide Insurance List.</li><li>-Filling insurance file and Salary File</li><li>-Submitting Finance Reports, VAT...</li></ul> | Tehran, Iran |

Sep 2013 – May 2014

Narm Powder Sepahan

Tehran, Iran

Narm Powder Sepahan, a private company placed in Esfahan, started to produce Micronized Mineral Powders like Calcium Carbonate (regular and Coated) Talc, Barite (Barium Sulfate), Kaolin and Red Iron Oxide and Micaceous Iron Oxide (M.I.O) since then. I worked as a Secretary for about a year.

## ***EDUCATION***

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Payame Noor University  
Accounting, Bachelor

## ***OTHER CERTIFICATES***

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2007	ICDL2	Organization of vocational training of the count
		Microsoft Excel, Microsoft Word, Power Point
2015	Vat and Financial courses	Pact

## ***LANGUAGES***

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Persian (Farsi)	NATIVE
English	Good

## ***COMMENTS***

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Specialist Knowledge (Software): Nosa system, Sepidar, Holoo system