



## Maryam Farahani

Ref : C174-049

Years of experience: 19 years

Human Resources Manager

ZTE Corporation

Age:

**39 years old**

Marital status:

**Single**

Current Location:

**Iran, Tehran**

Nationality:

**Iran**

Salary expectation:

**Not Specified**

Mobile:

**+98 -9126306457**

Email:

**mfarahani@gmail.com**

## WORK EXPERIENCE

PRESENT  
AUG 2010



**Human Resources Manager** . 12 yrs 3 mos

**ZTE Corporation** . Iran. Tehran . Tehran

Managing all Human Resource and Administration affairs, mainly employment affairs, payroll and financial related jobs, labor law rules and etc.:

1. Holding training Courses for new employees
2. Offer Letters
3. Enrollment
4. Employment contracts
5. Probation Periods
6. Complementary Insurance
7. Leave and Missions
8. Managing Working hours and Attendance Records
9. Resignation and Settlement
10. Reference Letters
11. Human Resources Databases
12. File management
13. Staff's ID Cards.

and other Human Resources activities.

MAY 2021  
APR 2020



**Human Resources Manager** . 1 yrs 1 mos

**Mehr Telecom System (MTS Group)** . Iran. Tehran . Tehran

A Telecommunication company, interacting with Irancell Projects.

MAR 2020  
JAN 2020



**Human Resources Manager** . 2 mos

**Deljin** . Iran. Tehran . Tehran

Doing All HR Affairs

AUG 2010  
DEC 2007



**Marketing / Website / CRM Expert** . 2 yrs 8 mos

**Badr Electric (TOSHIBA)** . Iran. Tehran . Tehran

My main duties was as bellow:

1. CRM (Customer Relationship Management)
  2. Managing the formal Website of the Company
  3. Managing the preparation of Company's monthly Newsletter
  4. Managing the Marketing Dept. Warehouse,
- and other Marketing related activities.

NOV 2007  
DEC 2004



**Administration & Finance Officer** . 2 yrs 11 mos

**Safir DNATA (Dubai National Air Travel Agency)** . Iran. Tehran . Tehran

My main duties was as bellow:

1. Calculation monthly income of Airport services Facilities
  2. Communicating with the customers in Finance related issues
  3. Managing staff's employment contracts
  4. Managing staff's Leaves
  5. Working hours and Staff's Attendance
  6. Managing Staff's Bonuses
  7. Issuing Reference Letters
  8. Managing Administration Databases
  9. File management
- and other Admin and Finance activities.

NOV 2004

NOV 2002

**Administration Officer / Sign Designer / Translator** . 2 yrs

**Rahan Pouyesh (Engineering Consultants)** . Iran . Tehran

My main duties was as bellow:

1. Designing Roads' Signs in Freehand Software
  2. Communicating with the Ministry of Road and Transportation regarding the involved projects
  3. Translation of all English Technical and General articles and handbooks
  4. Preparation of Researches in Microsoft Word and final edition of all articles and handbooks
  5. Internal Managing the whole office
- and other administration activities.

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## EDUCATION

**Shahed University of Tehran** Bachelor(BSc/BA) -Other Subject / No University Education

2001 - 2005

Library & Information Science

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## TECHNOLOGY SKILLS

Microsoft Office	Expert
Internet Skills	Expert
English and Persian Fast Typing	Expert
Outlook, Lotus Notes	Expert
Adobe FreeHand	Advanced
Adobe Photoshop	Advanced

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## LANGUAGE SKILLS

English Professional

Turkish Upper intermediate

Arabic Intermediate

German Pre intermediate

French Pre intermediate

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## CERTIFICATE

**Certificate of English Proficiency (TOEFL)** . 2000

Shokouh's English Institute . IRAN

**Computer Operating Course** . 2001

Tehran University of Medical Sciences . IRAN

**Microsoft Office** . 2002

University of Medical Sciences . IRAN

**Accounting** . 2002

Iran Technical Educational Center . IRAN

**Emergency relief** . 2002

Education and Research Center of Red Crescent Society . IRAN

**Fares and Ticketing** . 2004

Civil Aviation Industry College . IRAN

**Digital Marketing** . 2010

Iran Industrial Management Institute . IRAN

**English Language Teaching** . 2010

Badr Electric Co. . IRAN

**Iran Social Security and Labor Law** . 2015

Iran Industrial management Institute . IRAN

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## about me

These are some of my characteristics which I know in myself:

compatible to work in multi-cultural/International offices, Self motivated, team working and cooperative spirit, active and energetic, good public relations and general communications, good analytical, conceptual and inter-personal skills, pronounced social competence and high resilience, enjoy occasional international business trips.

\*\*\* right now, i'm just looking for a PART-TIME job.

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