



Niloofer Mohammadof

Ref : C519-948

Years of experience: 10 years

Foreign Commercial Expert

Fouman Chimie

Age:

32 years old

Marital status:

Single

Current Location:

Iran, Tehran

Nationality:

Iran

Salary expectation:

250000000 IRR , Per month

Mobile:

+98 -9205462129

Email:

niloofer_mohammadof@yahoo.com

WORK EXPERIENCE

PRESENT

SEP 2019



Foreign Commercial Expert . 3 yrs

Fouman Chimie . Iran. Tehran . Tehran

- Able to write, read, speak and listen in advanced level
- Capable of sourcing
- Capable of bargaining with foreign manufacturer and supplier
- Capable of doing foreign purchasing and commercial affairs (Purchasing, Project Expediting, Procurement, Logistic (all switch bill process)
- Domination of ordering raw materials, spare parts, instrument and machinery
- Capable of doing overseas sell and all commercial affairs (selling, Project Expediting, Procurement, Logistic from A to Z)
- knowing all cargo documentations
- Capable of doing money transaction and banking affairs including Draft, LC (sight, Usanse), TT payment
- Familiar with process of ordering and registering goods from A to Z
- Familiar with process of taking order and preparing all documents for exporting the goods from A to Z
- Familiar with customs affair and releasing cargo

Current Responsibility:

- Place order + Arranging for cargo documentation + Registering Cargo + Arranging the logistics affairs + Preparing all required documents for releasing the cargo till delivering to the stock
- Taking overseas orders (foreign Customers) +Arranging for export cargo documentation + Arranging the logistics affairs related to exporting cargo + Preparing all required documents for exporting the cargo till delivering to the border's customs
- Familiar with Rayvarz Software (Foreign Purchasing Section)

*Other Capabilities:

- Domination in customs rules about raw materials, spare parts, instrument and machinery
- Be up-to-date of current regulations and monitor applicable law changes.
- Budget control and verification. Ability to create reports and documents for procedures and tasks
- Manage stock and delivery of the products
- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Handle recording of orders and relevant archiving.
- Supplier evaluation with the help of other departments when needed
- Sufficient commercial skills to develop, expand and maintain the business
- Being in charge of guests visit plans and hospitalizes, exhibition and seminar plans. Responsibilities.

AUG 2019

OCT 2016



Foreign Commercial Manager (Import & Export) . 2 yrs 10 mos

Parto Khazen Co. (PKC) . Iran. Tehran . Tehran

NOV 2016

JUL 2012



Foreign Commercial Expert (Import & Export) . 4 yrs 4 mos

Turbinedar . Iran. Tehran . Tehran

EDUCATION



Azad Teh-Jonob Master (MSc/MA) -Language/Literature 2013 - 2016
English Translatoin



Azad Teh-Jonob Bachelor(BSc/BA) -Language/Literature 2010 - 2013
English Translatoin

TECHNOLOGY SKILLS

Rayvarz Software (Foreign Purchasing Section)	Advanced
Windows	Advanced
Office Microsoft	Advanced
Outlook	Advanced

LANGUAGE SKILLS

Turkish **Intermediate**
French **Upper intermediate**
English **Professional**

CERTIFICATE

MBA / Project Control . 2022
Tehran University .

Eng Language Upper Intermediate Level - Conversation . 2011
Safir Institute . IRAN

Eng Language Advanced Level . 2008
National Institute of English Language . IRAN

Cargo Releasing & Customs Affairs . 2018
Industrial Management Institute . IRAN

Export Management . 2014
Industrial Management Institute . IRAN

LC . 2014
Industrial Management Institute . IRAN

Import and Export Regulation . 2015
Trade Promotion Organizatoin of Iran . IRAN

Export and Insurance . 2014
Trade Promotion Organizatoin of Iran . IRAN

Cargo Registration . 2014
Trade Promotion Organizatoin of Iran . IRAN

about me

Positive Points:

- Friendly and warm team-oriented but professional.
 - Assist others and work as a member of a cohesive team. Good communicator with teamwork and leadership skills.
 - Self-organized and motivated, honest, flexible, punctual, accurate, high social competence, smart, and fast learner.
 - Good communication and presentation.
 - Accept extra duties as situations arise.
 - Manage communications with customers.
 - High business ethics, creative, eager to develop, self-confident.
 - Extremely organized and capable of multitasking in order to meet deadlines.
 - Fast and accurate
 - Have great analytical and problem resolving skills.
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