

# AHMAD ASADI

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## Work Experience

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Since-2013	<a href="#">Hajj and pilgrimage organization_ central company of pilgrimage agent of Tehran Province</a> Human resources Manager <ul style="list-style-type: none"><li>•central branch human resources management and subsidiary businesses with more than 100 staff</li><li>• preparation and presentation of human resource system strategy and implementation of personal training methods</li><li>•provide a comprehensive recruitment program through structured interviews</li><li>•develop employee performance evaluation indicators (KPI) to improve the evaluation system</li></ul>
2012-2013	Executive director of Tourism Unit <ul style="list-style-type: none"><li>• recognizing and investigating the problems of loss-making projects, leading the executive operation of organizational regeneration of branches and upgrading the cost-income system leading to profitability</li><li>•development of suppliers and customers network, promotion of company's brand through effective interaction with service companies, concluding direct contracts with Raja company, hotel network</li><li>• Design a company marketing program based on use of chain and distributors channel</li></ul>
2009-2012	Manager unit of transfer's Master <ul style="list-style-type: none"><li>•provide a program of automation of the transfer system and legal registration of documents and successful migration from traditional system</li><li>• reviewing the customers service system in order to reduce referrals and increase the speed and quality of service</li></ul>
2006-2009	Office expert <ul style="list-style-type: none"><li>• create a customer data base</li><li>• performing daily administrative and personnel affairs , interacting with employees and answering customer's questions</li></ul> Expertise, skills and abilities

## Expertise, Skill, Abilities

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Expertise	<ul style="list-style-type: none"><li>• Mastery of job design tailored to the defined tasks and needs of organization</li><li>• understanding the principles and procedures of personal recruitment and employment, salary and reward system</li><li>• mastery of labor and social security laws , government regulations and executive instruction and familiarity with dispute resolution procedure</li><li>• Knowledge of principles and methods of designing educational programs and personal development and the method of evaluating the results</li></ul>
Skills	<ul style="list-style-type: none"><li>•pay full attention to what other are saying</li><li>•motivate, develop and guide people in performing assigned tasks , identify the best people appropriate for job position</li><li>• judging and making decisions based on the costs and benefits of making decisions to make the best decision</li></ul>
Abilities	<ul style="list-style-type: none"><li>• ability to team up and lead effectively, time management, problem solving</li><li>• ability to listen , understand information provided and practical ideas</li><li>• ability to solve problems and in the form of instructions and norms of organization to achieve the desired solutions</li></ul>

## Education

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2018	<a href="#">Bachelor of information technology engineering-information security</a> Iran university of applied science of informatics
2007	<a href="#">Associate of Accounting</a> PayameNoor University of West Tehran

## Other skills

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English language	Average
IT skills	MS office, MS visio, Photoshop , Corel draw , 3D studio Max , AutoCad, Rahkaran ,Html &CSS, SQL Server