

Behnam Shahrabadi – Curriculum Vitae

Phone : +62 8126 6886 556
+62 8786 8303 385
Email : behshah26@yahoo.com
Nationality : Iranian
Age : 40 years old
Address : Alegria Park Residence, Jl. Letnan Sutopo, Lengkong
Gudang Tim, Kec. Serpong, Kota Tangerang Selatan,
Banten 15321



CAREER SUMMARY

Year	Company	Position
2018 – current	PT. Pasargad Indonesia	Business Development Manager
2015 – 2018	PT. Kebria Irana International	Business Development Manager
2013 – 2015	PT. MB Oil & Gas, Indonesia	Executive Director
2012 – 2013	PT. Petrus Indonesia, Indonesia	Marketing Manager
2011 – 2012	PT. Lenoix, Indonesia	Admin and Finance
2010 – 2011	PT. Hadi Baru, Indonesia	Project Superintendent
2007 – 2009	Abzar Mahdi, Iran	Purchasing Manager
2004 – 2006	Iran oil and gas magazine	Assistant commercial coordinator
2002 – 2003	Saderat Bank	Bank Clerk

CAREER HISTORY

November 2018 – current : Business development manager for Pasargad Indonesia in Jakarta, Indonesia

- Responsible to conquer potential client including negotiation, on-boarding & develop the business
- Creating, implement and monitor the implementation of sales strategies as well analyze the past selling strategies to determine the effective strategies
- Responsible to train sales team on creating sales plans, setting goals and approach potential markets.
- Develop and maintain strong relationship with partners; e.g Indonesia Design 12 (ID 12) members to share our product knowledge.
- Kick out events in company to introduce the products to our valued and potential customers such as embassies.
- Developing website

Achievements : Successfully increase Sales Growth 30% FY 2018 vs FY 2019
Successfully gain new projects which contribute 30% to sales in 2019

October 2015 – August 2018: Business Development Manager for Kebria Irana International in Batam, Indonesia

- Serve as a key member of the Business Development team to drive overall market and technical strategy
- Define and execute on a strategic market development plan and ensure it's in line with company strategic direction
- Build business development pipeline by engaging with key prospects and partners.
- Present business reviews to the senior management team regarding progress and roadblocks to expanding our reach in the industry.
- Manage complex contract negotiations and liaison with the legal group.

Achievements : Generate production line to with minimum charges in line with the capabilities of company.
Enhanced and expand our existed strategies to new market.
Set up three parallel departments to generate higher synergy to accomplish projects on-time.

July 2013 – October 2015: Executive Director for MB Oil & Gas in Batam, Indonesia

- Identifying and assessing potential client after detected by marketing team.
- Cooperating with marketing team to taking part in Oil & Gas events and exhibitions in Asia Pacific.
- Reviewing submitted documents by marketing team to ensure authenticity of the documents.
- Conduct official correspondence on behalf of the CEO with potential client.
- Consulting with CEO to plan for further actions.
- Submitting authenticated document to the Board.
- Kicking of primary meeting with Board and clients representative.
- Participating to internal meeting for reviewing final documentation and preparing contract.
- Participating to final meeting for negotiating, document submitting and signing of the contracts.
- Maintaining relationship with NIOC (National Iranian Oil Company) and its subsidiary companies.
- Build up new connection with CEOs of Iran's Oil and Gas NIOC subsidiary companies.

Achievements : Export 1,000,000 ton LPG to Vietnam.
Export 500,000 ton bitumen to Indonesia.
Export 2,000,000 ton marine oil gas to Taiwan.

May 2012 – June 2013: Marketing Manager for PT. Petrus Indonesia in Batam, Indonesia

- Setting up of marketing plans and strategies.
- Cooperating with departments' heads to find out of man power needed
- Sourcing of outsourcing companies to supply capable manpower for ongoing projects.
- Cooperating with HR department to interview the chosen candidates.
- Updating SOP of marketing Department.
- Creating and updating company's website.
- Planning, training, monitoring and controlling of monthly sales and marketing goals.

- Final checking of provided sales and marketing promotion program tools such as company profile, catalogue, yellow book's AD, Exhibition's brochure, promotion tools , and submitting them to CEO.
- Cooperating with operational manager to participate to on site meetings.
- Cooperating with operational director to planning in order to enhance company's efficiency and effectiveness.
- Providing of job description, tasks and time schedules program for Sales & marketing department.
- Training of marketing department to reinforce and enhance of their skills, ability and techniques.
- Leading of marketing department weekly meetings to monitoring and updating status of each project.
- Participating to Presentation meeting of potential customers scouted by marketing team.
- Leading of marketing team to taking part with production supervisors on site to survey client's job enquiries.
- Checking, analyzing and approving of quotations prepared by marketing team and submitting it to CEO.
- Final checking of purchase order received by marketing team and approving job scope issued by them.
- Daily checking and analyzing of production report based on job scope prepared by marketing team.
- Visual controlling and monitoring production activities to compare it with submitted repots by marketing team.
- Attending weekly MOM to visual controlling of projects processing.
- Final checking of requested materials to purchase and submit it to CEO for final approval.
- Planning of bonus program for encouraging and persuading of production teams to achieve
- On-time project time schedule.
- Daily monitoring and controlling of bonus program's job time schedule of production departments (Mechanical, Rotary Mechanical, Rewinding, Electricians, fabrication, cleaning and painting departments).
- Evaluating of production department projects based on their daily tasks by visual checking and questioning of each department supervisor.
- Ranking them by giving score after visual checking and meeting with each production department's supervisor.
- Evaluating of production tasks at the end of month in order to preparing the bonus program.
- Reviewing, correcting and guiding of weekly and monthly report of sales and marketing team.
- Final checking of job's report equipped with photographs, descriptions, mechanical load tests and electrical tests to submit to clients for final approval.
- Submitting monthly report to CEO.
- Developing website

Achievements: Overhaul 20000 HP offshore rigs.

Changing application of 20000HP Production offshore rig to accommodation rig,

Overhaul 2 units of 10000 ton national brand offshore crane.

Overhaul more than 50 unit generators.

Feb 2011 – January 2012: Finance and Admin for PT. Leonix in Batam, Indonesia

- Kick off meeting with vendors & customers.
- Monthly evaluated recruitment with HR team and performance of labor.
- Sourcing, selecting, and negotiating with outsourcing companies.
- Choosing appropriate manpower Supply Company.
- Reviewing application of offered candidates.
- Cooperate with recruitment team to interview of selected candidates.
- Monitoring and controlling of new employees training.
- AR /AP controlling and monitoring.
- Controlling and monitoring the cash flow and preparing payment schedule to vendor.
- Reviewing payroll report before the payment execution.
- Analysis and deciding of Payment method to vendors and customers.
- Negotiating bank facility with banks.

Feb 2010 – January 2011: Project Superintendent for PT. Hadi Baru in Medan, Indonesia

- Planning to establish effective progress and harmonious working relationships of the on-site staff.
- Assisting with Project Manager and Scheduling Manager in the development and refinement of the project Schedule, and worked with the Project Manager to keep the schedules properly updated, and to see that the job meets the various required dates.
- Planning and reviewing of construction Program with Project Manager including quality control procedures, safety and security practices, temporary utilities, staging, areas, equipment and manpower.
- Coordinating, directing, monitoring with the Assistant Superintendents and the technical coordinators to inspect the activities of the Subcontractors, Suppliers, labor and material.
- Chairing weekly coordination meetings and monthly safety meetings with the subcontractors.
- Receiving and reviewing the Subcontractors daily reports of work done and labor and material employed.
- Coordinating to review and approve the Subcontractor's monthly requests for payment.
- Coordinating to review and approve all time and material work vouchers and invoices.
- Maintaining good relations and communications with all involved in the projects.

March 2007 – April 2009: Purchasing Manager for Abzar Mahdi in Tehran, Iran

- Training of purchasing team in order to sourcing order requested from various sources to find the reliable suppliers.
- Reviewing of material to be ordered with store manager to make sure of availability.
- Monitoring of new supplier chosen by purchasing team to ensure meets the purchasing terms and conditions.
- Participate to meeting with suppliers to ensure that the suppliers meets the exact enquiries.
- Reviewing and approving comparison material's table prepared by purchasing team.
- Meeting with Marketing Manager and Project Manager to ensure of material specifications requested by them.
- Leading, controlling and monitoring purchasing team to following the purchasing procedure.
- Regular following up of all purchases ordered to ensure of delivery terms meets the exact data.
- Cooperating with Project Managers, Superintendents, Supervisors to check the quality & quantity of actual delivered goods.
- Submitting of monthly report to General Manager.

March 2004 – April 2006: Assistant Commercial Coordinator for oil and gas magazine in Tehran, Iran

- Telemarketing training of sales and marketing team.
- Planning, training, monitoring and controlling of monthly sales and marketing goals.
- Lead of marketing department weekly meetings in order to monitoring and updating status of each job.
- Coordinate with marketing team to update tasks and time schedules.
- Participating to presentation meeting of potential customers scouted by marketing team.
- Monthly monitoring of magazine delivery to ensure receiving by the client.
- Cooperate with marketing team to Set-up promotions channels.
- Attending Tehran Oil, Gas and Petrochemical exhibition to promoting the magazine.
- Submitting of monthly report to General Manager.

August 2002 – December 2003: Bank Clerk for Saderat Bank in Tehran, Iran

- Entering more than two thousand cheque bank into the system at every working day.
- Accounting of each bunch of cheque to ensure the right receiving amount.
- Categorizing of each cheque to the right bank code.
- Finding of the right balance of amounts in some cases.
- Balancing of whole cheque amount received at the end of every work period time.

EDUCATION & COURSE

2010 – 2012 : Batam, Indonesia

Mandarin Course

2009 : British Council, Malaysia – KL

International English Language Testing System (IELTS)

2003 – 2007 : Azad University

Bachelor degree in Business Administration

1998 – 1999 : Azad University

Pre University in Management Science

1995 – 1998 : Azad University

Diploma in Experimental Science

KEY SKILLS & COMPETENCIES

- Inquisitive , diligent, able to work in a team and take initiatives, dynamic and goal driven personality
- Excellent communication and negotiation skills
- Client Relationship Management
- Strategic Planning

Computer Skills:

- Proficient with Excel, Word and PowerPoint
- Photoshop

Programming languages:

- Javascript
- Css
- Html
- Bootstrap
- React

Language:

- English : Fluent
- Indonesian : Advanced
- Persian : Native speaker
- French : Intermediate
- Mandarin : Intermediate