

Elham Poshtiban

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Experience

Aug 2018- present

Dillard's - *retail sales associate*

Primary Responsibilities:

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Greet customers entering establishments.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Maintain clean and orderly checkout areas.
- Resolve customer complaints.
- Answer customers' questions, and provide information on procedures or policies.
- Calculate total payments received during a time period, and reconcile this with total sales.
- Merchandising the clothes on the floor
- Do full recovery in the department
- Exchange the clothes for customer
- Accept the return from the customer

Jan 2018- aug 2018

Kohl's store - *cashier*

Primary Responsibilities:

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Greet customers entering establishments.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Maintain clean and orderly checkout areas.
- Resolve customer complaints.
- Answer customers' questions, and provide information on procedures or policies.
- Calculate total payments received during a time period, and reconcile this with total sales.

Oct 2017 - Jan 2018

Kohl's store - *retail sales associate*

Primary Responsibilities:

- Greeting and offering Help to the customers as needed

- Solicits, opens and activates Kohl's Charge applications in accordance with Company standards.
- Solicits email addresses from customers.
- Merchandising the clothes on the floor
- Do full recovery in the department

Apr 2016 - Feb 2017

Noavaran Pouya, Iran, Tehran – *Web Application Developer*

Primary Responsibilities:

- include design and development for Customer Module
- Database Design and Deploy
- Design and Develop software include: Front-End and Back-End development , Windows Server Administration , Database Structure Analyze, Cloud Based servers
- Other : HTML , CSS , JAVASCRIPT , jQuery,

Apl 2015 - March 2016

Noavaran Pouya, Iran, Tehran – *Commercial Assistant*

Primary Responsibilities:

- Proposal process management for multiple proposals to stay on schedule and present them to the management for review and approval prior to final publishing.
- Occasional preparation of product binders, company profile, compilation of catalogs, preparation of prequalification documents, etc .
- Coordination with factories, Product Managers, etc.
- Coordinate and communicate proposal document delivery and costing requirements to the key support functions to meet proposal due dates while raising, tracking and documenting issues.
- Ensure all relevant documentation for bid proposals to be completed and accurate.
- Ensure all technical, commercial and contractual correspondence with Suppliers/Vendors are efficiently addressed and closed out.
- Prepare reports for the management such as summary schedules, proposal overviews, competitive overviews and cost/price summaries, evaluation reports, annual plans.

March 2014 - Apr 2015

Parsian Giti Iranian, Iran, Tehran – *Medical Consumables*

Primary Responsibilities:

- Work as a sales
- Introducing the goods of company to customer
- Coordinate the meeting
- Organized documents of company
- Do some accounting tasks like invoicing

Education

Sep 2009 - Feb 2014

Azad University, Tehran, Iran – *BA*

Bachelor of Software Engineering.

Languages

- Fluent in Farsi (Native Language)
- Fluent in English (with TOEFL exam certificate)
- Proficient in Turkish

Certificate

- SQL Server 2012 Design & Implementation
- Querying Microsoft SQL Server 2012
- Network +

Computer Skills

- Proficient in HTML, HTML5,
- Proficient in CSS,Bootstrap
- Proficient in JavaScript, JQuery
- Proficient in GitHub and Git bash
- Proficient with SQL & T-SQL (Transact-SQL)
- Proficient in Microsoft Office products, All Versions (Excel, Powerpoint, Outlook, Word, etc).
- Proficient in Network +

General Skills

- Good understanding of Tender and Project Management Process.
- Ability to Work Under Pressure
- Soft Skills:
 - Problem solving ability, Fast typing, Multi-task, team player, detail-oriented, Collaboration, Time management, Meet the deadlines, Highly organized, Good communication skills, Fast learner, Decision Making, Self-motivation , Leadership, Conflict Resolution, Creativity

