

Hassan Jafari

Hassajafari803@gmail.com | 0450 302 353 | Waitara, NSW, 2077

Research Assistant

Inspector of custodial Services

- Project Management
- Team Management
- Critical Thinking
- Organizational Skills
- Active Listening
- Friendly, Positive Attitude
- Relationship Build in

Education

Industrial Management - Finance from Azad University Tehran
Master 2015

Finance Industrial Management from Faran High Education Tehran
Bachelor 2009

Associate degree course in the **computer-Hardware** from Azad University Tehran
Diploma 2002

Key Skills:

- Take on new challenges.
- Strong worth ethic.
- Adaptability, exceptional interpersonal skills.
- Adept at working effectively unsupervised, quickly mastering new skills.
- Hardworking, reliable manager with strong ability in management.
- Offering critical thinking, decision making.
- Highly organized, proactive, punctual with a team-oriented mentality.
- Recent graduate with excellent research.
- Technical and problem-solving, analytical skills.
- Competency in use of IT systems.
- Excellent attention to detail, well- developed.
- Detail-oriented, able to learn new concepts quickly.
- Report writing.
- Data collection.
- Analysis of information from different sources.
- Finding information off the internet.
- Critical thinking.
- Planning and scheduling.
- Interviewing.
- Critical analysis.
-

Career history

Manager

TOP ELEVATORS PTY LTD

Sydney, NSW | May 2020 - Nov 2021

Key responsibilities

- Develop strategy and develop effective vision and mission
- Determined marketing strategies by reviewing operating and financial statements and departmental sales records
- Provide appropriate support, advice and reporting to the Leadership Team, Committees and other stakeholders
- Work collaboratively and effectively and to develop positive working relationships with a wide range of stakeholders

- Work independently, use initiative, and to actively manage staff and processes
- Excellent attention to detail and well-developed problem-solving and analytical skills
- Competency in the use of IT systems
- A high degree of discretion, confidentiality and professional judgement
- Demonstrated ability to multi-task, prioritise work and manage competing priorities to meet deadlines
- Reliability and punctuality, and willingness to flexible with working hours as required
- Maximizing the efficiency of the company through training workers and solving problems

Achievement:

- Developing strategy and restarting the company
- Leading meeting with individual employees and continuous improvement through consultation with each other

Finance Manager

Ministry of Science

Tehran, - |Jul 2010 - Jun 2019

Key responsibilities

- Develop strategy and develop effective vision and mission
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- Provide appropriate support, advice and reporting to the Leadership Team, Committees and other stakeholders
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- Reliability and punctuality, and willingness to flexible with working hours as required
- Maximizing the efficiency of the company through training workers and solving problems
- Estimating budget for renovating dormitories and restaurant
- Distributing budget
- Monitoring process
- Reporting the result

Achievement:

I ranked about 700 dormitories and 400 restaurants and allocated the budget based on rankings then renovated in 5 years.

Interests

- Swimming
- bushwalking

References

Name: Mohammad Hedayati

Position: HR manager

Phone number: 0434511220

Email address: Mha_hedayati@yahoo.com

Name: Hamid Shamse

Position: Director

Phone number: 0402393993

Email address: henry@topelevators.com.au