

BEHRAD MERATI SHIRAZI

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Objective	Over the past years, I have developed excellent interpersonal skills, dealing with diverse clients, professionals and staff members. I am confident that my resourceful and proactive personality can be an effective match for dynamic workplaces.
Personal Skills	Able to handle multiple tasks in a fast paced and high-pressure environment Excellent communication skills Computer skills include proficiency with Microsoft: Excel, Word and Power Point Fluent in both English and Farsi(Persian) and conversational French Accounting skills Able to work individually as well as team working
Work History	2012 - 2014 Assistant Manager, NIKE , Tehran Handle cash register and in charge of daily deposit Set and achieved sales goals Delivered excellent customer service In charge of weekly paper work and inventory count Successfully conveyed as a team leader 2010 - 2012 Commercial Assistant, Saman Tejarat Hirad, Tehran Foreign correspondences and negotiations Buy and pursue recommendations Search on internet to find new products for purchase 2009 - 2010 Responsible for the control and project planning and HR, ISS, Tehran Monitor the timing of the project Correspondences with the contractors about the timing of the projects Confirm transactions made in the precise time Collect and send documents to pay the financial case for the contractors made in the phases Performed Comprehensive research Manage the classes to train the new employees Analyze the requirement of organization
Education and Certificates	BSc of Industrial engineering, 2014 Payam Noor University, TEHRAN Training of Accounting (936 hours) , 2011-2012 Organization of technical and vocational training, TEHRAN Training of technical management of foreign correspondence and purchase, TEHRAN Organization of industrial management, 2010