

Contact

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Top Skills

Management

Sales

Project Management

Certifications

Agile Foundations

Sales Negotiation

Ali Sheini

Project management Graduate

Summary

Project Management post-graduate student at George Brown College with an undergraduate degree in International Business, and 2 years of professional experience in purchasing, sales and business management.

Experience

Electronics Recycling Services (ERS International)

Accounting Bookkeeper

May 2019 - Present

- . assist with audits.
- . check and verify source documents such as invoices, receipts, computer printouts.
- . reconcile and balance all accounts.
- . manage accounts payable and accounts receivable.
- . prepare checks, payments and bank deposits

George Brown College

Project Manager Internship

September 2019 - December 2019 (4 months)

Work together with the team of Project Managers and the Project Director to structure a 14-week course using advanced Project simulation tools. The strategic objective is to use the current technological resources to offer a simulated practice of the planning and execution phase, where the Project Managers could train the concepts learned.

Nirousazan Maad Industrial

Business Affairs Manager

April 2017 - April 2018 (1 year 1 month)

Tehran Province, Iran

- Designed a CRM program that saw a 23.5% increase in sales
- Conducted marketing to attract new customers with promotional material
- Redesigned branding elements such as website, catalog, logo
- Represented the company in negotiations and relations with clients.

- Develop a Protocol that Nirouzanan outlines how to purchase goods and services. Also, masterminding companies policies relating to procurement to ensure that purchasing is managed consistently throughout the organization, making it easier to stay on budget and receive budget approval

Omran Sazeh

Assistant Procurement Manager

April 2016 - April 2017 (1 year 1 month)

Tehran Province, Iran

- Placed orders and ensured deliveries reached the company in time for manufacturing
- Networked and discovered new and reliable sources for materials and maintained those relationships for future business
- Negotiated prices and financing which led to purchasing required materials at the best price

Education

George Brown College

Postgraduate, Project Management · (2018 - 2019)

Limkokwing University of Creative Technology

Bachelor's degree, International Business · (2012 - 2015)

Taylor's University

· (2011 - 2012)

sadra university

Engineer's degree, Civil Engineering · (2009 - 2011)