

NIKI SABBAGH

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Education

Ferdowsi University of Mashhad (FUM), Iran

Aug. 2016 – Aug. 2018

Master of Science in Information Technology (IT) Management

Binaloud Institute of Higher Education, Iran

Aug. 2009 – Aug. 2014

Bachelor of Science in Tourism Management

Skills

- **Softwares and Frameworks:** Trello, Hive, Microsoft Office
- **Job related:** Nonverbal Communication, Body language, Multitasking, Team Supervision, Project Management, Event Management, Tender Management

Language Skills

- **English:** IELTS Band Score 7.0/9.0
- **Persian:** Native

Experience

Operations Manager

Jul. 2021– Present

Tolica Wood and Metal Industries, Iran

- Foreign commerce affairs manager
- Supervising daily operations
- Planning productivity strategies for staff members
- Overseeing the operational efficiency

Executive assistant

Apr. 2020– Jul. 2021

Tolica Wood and Metal Industries, Iran

- Admin support
- Contact points manager
- Meeting and conference organizer
- Managerial consultant

Executive assistant

Mar. 2018– Mar. 2020

Doryab Shemiran, Iran

- Admin support
- Contact points manager
- Meeting and conference organizer
- Managerial consultant

Hospitality Desk Supervisor

Aug. 2015– Sep. 2017

Homa Hotels Group, Iran

- Supervising the check-in/out desk
- Guest accommodation manager

Housekeeping Supervisor

Jan. 2014– Aug. 2015

Homa Hotels Group, Iran

- Supervising janitorial services
- Maintenance delegation

Activities

- Communication chair** | Ferdowsi University of Mashhad (FUM), Iran **2018**
- 1st Annual Conference in Simulation Systems
- Event organizer** | Yaran Tous Hotel **2012**

Certificates

- Principles of Foreign Commerce Training Course** | 2023
- Advanced Supervision Training Course** | 2022
- Leadership Skills** | 2021
- Management and Employee Performance Evaluation** | 2021
- The Principles and Skills of Implementing Quality Management System** | 2021
- 5S** | 2021
- Etiquettes** | 2017
- Charismatic Sales** | 2016
- Managers Conference** | 2014