

RAZIEH ZARRABI

2 Park Terrace, North Brunswick, NJ, 08902 | 5167780247 | raze10339@yahoo.com

EXPERIENCE

04/2009 – 04/2015

SALES SUPPORT EXPERT, TIYAN GAS STEEL, INDUSTRIAL KITCHEN EQUIPMENT
TEHRAN, IRAN

- Produced sales documents, finalized deals and filed records.
- Provided technical assistance to customers in configuring product settings.
- Taking claims from costumers
- Making and sending the pre-invoice to the customer and the final invoice as well.
- Coordinating delivery of goods, installation of devices.

06/2018 – 01/2019

CASHIER, CVS
NJ, US

EDUCATION

06/2008

BACHELOR OF SCIENCE IN CHEMISTRY (FOOD) ENGINEERING, AZAD UNIVERSITY
TEHRAN, IRAN

SKILLS

- Customer needs assessment
- Customer relationship management
- Customer order management
- Complaint resolution
- Working with computer, software such as Word, Excel, Powerpoint

SUMMARY

Hardworking and reliable with strong ability in doing tasks. Highly organized. Proactive and punctual with team-oriented mentality.