

SEPEHR (Seph) MOGHANI

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Citizenship Australian

I am looking for a position in a data analysis role where I can gain practical experience and apply my tertiary computer software qualifications. Recently completed the Google Data Analytics Professional Certificate.

My Strengths are:

Excellent communication skills and outstanding customer service.

My customers always commented on how patient, courteous, punctual, and efficient I am in all my interactions with them. I really enjoy dealing with people and make sure all my clients are completely happy with our services.

Extremely hard working.

My CV demonstrates I have taken positions which are very demanding and always received excellent feedback from my bosses. I am very loyal, reliable, and committed to my employers. They have valued my performance so much; they consider me as family!

Work History

2021 – Current

Scheduler @ Indeko Curtain and Blind Studio

- Scheduling Installers based on their roster and job availability and confirming appointments.
- Organizes workflow and appointment by reading and routing correspondence, collecting customer information, and managing assignments.
- Following up warranties
- Home Automation help desk
- Stock take and receiving goods
- Receiving and paying invoices
- Helping installers on site
- Securing information by completing database backups.
- Keeping equipment operational by following manufacturer instructions and established procedures.
- Completing database backups
- Monthly data analytic presentations.

2018 – 2021

Store Manager @ Baskin Robbins

- Customer Service
- Recruiting, training, supervising and appraising staff
- Maintaining, statistical and financial records
- Dealing with customer queries and complaints
- Pricing and stock control
- Preparing promotional materials and displays
- Liaising with head office
- Cake Decoration

- Bookkeeping

2016 – 2018

My family and I moved to Australia, I spent two years improving my English and helping my family establish a business to meet our citizenship requirements. I also completed online software courses to keep my knowledge up to date.

2014 – 2016

Junior Surveyor @ Shirineh Gas Company (Iran)

Shirineh Gas Company is a construction company responsible for installing gas pipelines throughout Iran's rural and urban areas.

- Accurate measurement of land for the gas pipelines to be laid,
- Accuracy and overall straightness of gas lines after they were laid down and ready for final welding and x-ray.
- Conduct surveys to establish legal boundaries for properties, based on legal deeds and titles.
- Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.
- Calculate heights, depths, relative positions, property lines, and other characteristics of terrain.
- Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic measurements. Update plans for each project using AutoCAD.

TERTIARY EDUCATION

Bachelor of Engineering (Honours) Software Engineering (Completed First Year)
UWA

Bachelor of Computer Science 2012 - 2016
University of Parand (Iran)

OTHER COURSES, CERTIFICATIONS and QUALIFICATIONS

Python Data Structure Course
University of Michigan

Network+ Course
Tehran Institute of Technology

Google Data Analytics Professional Certificate
Google

SQL,
Power BI,
Excel,
Data Cleaning,
R,
Python,
Xero,
MS Office,
AutoCAD.

SKILLS

Presentation Skills,
Collaboration,
Communication,
Research,
Problem-solving skills,
Adaptability,
Attention to details

REFERENCES

Vince Caifano

Franchise Business Consultant at Baskin Robbins
0413 561 308

Natasha Andrews

Sales Consultant at Indeko Curtain and Blind Studio
0451 068 275