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| |  | | --- | | **Sara Saie** | | * Citizenship: Iranian * Date of birth: 20th Sep 1980 | |  | | |  | | --- | | **Contact** | | Mobile: +98 912 205 32 26  E-mail: sara.saee1980@gmail.com | |
| |  | | --- | | **Address** | | No. 10, West Vahid Alley, Kokab St, Sattarkhan, Tehran, Iran | | | |
| |  | | --- | | **Computer Literacy** | | Competent in windows, word, excel, and notably MS Office family. | | **Languages** | | * **Persian** (native) * **English** (fluent)   1985 to 1991 residency in the UK, IELTS overall score of 7.5   * **Spanish** (basic) | | | |
| |  | | --- | | **Competencies** | | * Multilingual (live and written translation) * Familiar with multicultural environments * Disciplined team player * Flexible interpersonal skills, goal‐oriented and self‐monitored * Prepared for field visits and working closely with people * Ability to cope with stressful ambiance | | **Education** | | |  |  | | --- | --- | |  | BA in *‘Spanish Translation’* from Allame Taba-Tabai University  Tehran, Iran (2000-2005) | | | **Training & Certificates** | | |  | | --- | | * *‘Tourism & Tour Guiding’*   Tehran University of Management, Iran (Feb 2014- Now) | | * *‘Sales & Marketing Management Course’*   Tehran University of Management, Iran (2008- 2009)   * *‘Principles and Skills of Foreign Negotiation’*   Tehran University of Management, Iran (2008)   * *‘IELTS’,* British embassy, Iran (2006) * *‘Principles of foreign purchasing, letters of credit, business expressions*   *and INCOTERMS 2000’*  Chamber of commerce, mine and industries; Tehran, Iran (2006) | | | | | |

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| **Work Experience** |
| **Human Recourse Assistant**  **Rocket Internet AG** (One of the world's largest e-commerce firms) **- Tehran**  March 2014 - now   * Working closely with various departments, assisting line managers to understand and implement policies   and procedures.   * Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts,   checking application forms, shortlisting, interviewing and selecting candidates;   * Developing and implementing policies on issues like working conditions, performance management,   equal opportunities, and absence management  **Translator/ Editor (part time)**  **Iran Virayesh Center** (English Editing Services for Academic Researchers)**- Tehran**  March 2010 - March 2014   * Translation, edition and revision of books, medical articles, movie subtitles, etc. * Supervising the quality of work of other translators   **Sales Executive**  **LG Steel - Tehran**  August 2009 - March 2010   * Developing and maintaining long-term mutually beneficial relationships with key customers * Frequent in-country travels to manufacturing mills and site visits * Negotiating on sales (proposals, prices, contract and delivery terms, etc.) * Preparing steel market reports  |  | | --- | | **Sales Executive**  **Arcelormittal Steel** (The World's Leading Integrated Steel and Mining Company)**- Tehran** | | June 2008 - June 2009   * Developing long-term mutually beneficial relationships with end-users * Liaison between Arcelormittal Dubai headquarter office, Arcelormittal factories * In Kazakhstan, Russian, China, UAE, and customers in Iran * Frequent in and out of country travels * Entertaining clients’ inquiries, suggestions and complaints * Preparing steel market reports   **Trading Assistant**  **Balli Steel Plc** (A British steel trading company) **- Tehran**  June 2005 - June 2008   * Performing full office administration tasks for the whole steel department * Sending online B2B sales inquiries to concerned Sales Manager in London headquarter office and receiving   their feedback   * Dispatch of steel samples to customers * Preparation of Proforma Invoice and follow-ups on sales proposal, Letter of Credit, amendments,   shipping documents, … | |

**REFERENCES**

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