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| **Sara Saie**  |
| * Citizenship: Iranian
* Date of birth: 20th Sep 1980
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| **Contact** |
| Mobile: +98 912 205 32 26E-mail: sara.saee1980@gmail.com |

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| **Address** |
| No. 10, West Vahid Alley, Kokab St, Sattarkhan, Tehran, Iran  |

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| **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)
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| **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
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| **Education** |
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|  | BA in *‘Spanish Translation’* from Allame Taba-Tabai University Tehran, Iran (2000-2005) |

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| **Training & Certificates** |
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| * *‘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

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| **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, … |

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**REFERENCES**

**Baqtiari, Hamid R (UNHCR**)

Prg. Field Associate - Field Unit Tehran ‐ Office of Representative

United Nations High Commissioner for Refugees, Iran

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**Tavangar, Hamid (Dr.)**

Head of Office

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