

Shakiba Rahmat Abadi

Years of experience: 11 years
Foreign Commercial Expert

Age:
35 years old

Marital status:
Single

Current Location:
Iran, Tehran

Nationality:
Iran

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WORK EXPERIENCE

PRESENT
SEP 2022




Foreign Commercial Expert . 1 mos
Actoverco . Iran. Tehran . Tehran

Responsibilities:

- Plan, perform and coordinate all foreign commercial affairs such as sourcing, correspondence, negotiating, ordering, custom releasing and etc.
- Prepare purchase orders, request bid proposals, and review requisitions for goods and services
- Sourcing of supplier of raw material for project of company for production of new medicines
- Evaluation of offers of different suppliers from different quality/commercial aspects and propose the best offer to management
- Communicate with suppliers of company to put orders and arrange the shipments
- follow up of needed activities for banking transfers
- Planning with MOH and supplier for smooth delivery of products
- Preparing documents and follow up of custom clearance of products
- Preparing regular reports for management
- Monitor shipments to ensure that goods come in on time and resolve problems related to undelivered goods
- Maintain and review computerized or manual records of prices, items purchased, costs, deliveries, product performance and inventories

SEP 2022
AUG 2019



Foreign Commercial & Regulations Expert . 3 yrs 1 mos
Behbood Sanat Darman Co. . Iran. Tehran . Tehran

Brands:

Applied, Occlutech, Custodiol, Sferamed, Andratec, Tokai, Lexington, PulseCath, AccuVein

Responsibilities:

- Plan, perform and coordinate all foreign commercial affairs such as sourcing, correspondence, negotiating, ordering, contracting, custom releasing and etc.
- Prepare purchase orders, request bid proposals, and review requisitions for goods and services
- Monitor and follow applicable laws and regulations
- Sourcing of supplier of raw material for project of company for production of new medicines
- Evaluation of offers of different suppliers from different quality/commercial aspects and propose the best offer to management
- Performing the needed activities to receive necessary permissions of ministry of health, ministry of commerce and other authorities for importation of products
- Communicate with suppliers of company to put orders and arrange the shipments
- Close follow up of needed activities for banking transfers
- Planning with MOH and supplier for smooth delivery of products
- Preparing documents and follow up of custom clearance of products
- Preparing regular reports for management
- Monitor shipments to ensure that goods come in on time and resolve problems related to undelivered goods

- Plan and coordinate all activities of custom clearance

- Maintain and review computerized or manual records of prices, items purchased, costs, deliveries, product performance and inventories

MAY 2019
MAR 2017



Sales Operation Supervisor & Sales Support . 2 yrs 2 mos
Taimaz Co. . Iran. Tehran . Tehran

Brands:

Carl Zeiss, Dameca, Philips Respironics

Responsibilities:

- Performing all foreign and local commercial process including communication, negotiation, placing orders and documentation of business related data
- preparing EUC
- Organize and coordinate sales representatives schedules
- Work with sales team when closing sales
- Supervise sales representatives and assistants
- Generate and process new sales leads as necessary
- Answer phone calls from customers and deal with problems as they arise
- Take sales information and put it into an easily readable format
- Follow up with customers to make sure that they are satisfied with a particular product
- Makes sure that sales persons are on track with sales goals and support them in this regard
- Meet with other departments to make sure that sales people are doing their job correctly
- Provide any necessary data or report to the sales team
- Exert attention to detail, as customers may have the same problems; report the problems as necessary
- Arrange appointments with clients and sales team
- Acknowledge customers by responding to emails, texts, and phone calls
- Update all contact information for clients
- Deal with any customer complaints and resolve the issue as necessary
- Arrange travel and accommodations for any sales person that is meeting clients outside of the office
- doing any necessary administrative work including filing reports or presenting sales team with necessary documents
- Track weekly, monthly, and quarterly performance and sales metrics
- Meet all sales quotas and goals
- Assist sales representatives and team to meet and exceed goals

MAR 2017
APR 2014



Commercial Expert . 2 yrs 11 mos
Parto Nama Toloua Co. . Iran. Tehran . Tehran

Brands:



Helmut Fischer, Oserix

Responsibilities:

- Plan, perform and coordinate all foreign commercial affairs such as sourcing, correspondence, negotiating, ordering, contracting, custom releasing and etc.
- Prepare purchase orders, request bid proposals, and review requisitions for goods and services
- Research and evaluate foreign suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the suppliers reputation and history
- Analyze price proposals, financial reports, and other data and information to determine reasonable prices
- Monitor and follow applicable laws and regulations
- Negotiate, renegotiate and administer contracts with foreign suppliers, vendors, and other representatives
- Monitor shipments to ensure that goods come in on time and resolve problems related to undelivered goods
- Plan and coordinate all activities of custom clearance
- Confer with staff, users and vendors to discuss defective or unacceptable goods or services and determine corrective action
- Maintain and review computerized or manual records of prices, items purchased, costs, deliveries, product performance and inventories

JAN 2016

MAY 2011

Translator . 4 yrs 8 mos
Canpars . Iran . Tehran

Translation of 4 books and one another book in process.

1. Coach Yourself To Success
2. Best Answers to the 201 Most Frequently Asked Interview Questions
3. Knock'em Dead, Resumes: Standout Advice From America's Leading Job Authority
4. Knock'em Dead, Resumes: Hoe to Write a Killer Resume that Gets You Job Interview

EDUCATION



Science & Research Master (MSc/MA) -Language/Literature 2012 - 2014
 English Translation



Alborz Bachelor(BSc/BA) -Language/Literature 2005 - 2009
 English Translation

TECHNOLOGY SKILLS

Word 2007-2016	Advanced
Excel 2007-2016	Advanced
PowerPoint 2007-2016	Advanced
Photoshop	Intermediate

LANGUAGE SKILLS

French **Intermediate**

English **Professional**

CERTIFICATE

about me

- * Familiar with intercoms and excellent in commercial correspondence
 - * Acceptable public relation and Negotiation skills
 - * Excellent communication skills, both in Farsi & English
 - * Ability to work under work pressure, and deadlines
 - * Decision making, Critical thinking and accuracy
 - * Honest and reliable work ethics
 - * Self-motivated and ability to Multi task
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