



MAHDI SHOAEI

PROFILE

Date of Birth: 1978-Sep-21
Married with two sons

CONTACT

PHONE:
0098-912-3773389

Add:
Tehran - IRAN.

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Mahdishoae57@gmail.com

HOBBIES

Music's
Swimming
Shopping
Traveling

EDUCATION

Azad University of Tehran
1998/Sep – 2002/Jan
Major: Business (Commercial) management
Bachelor Degree
Grade: 16.70 out of 20

WORK EXPERIENCE

Roya Kooshan Shargh Co [import and foreign ordering manager]
2002/Mar–Present

- Doing all affairs of importing from getting import licenses from Food and Drug organization, Commerce ministry and supervising clearance process.
- Preparing and controlling all shipping documents
- Preparing all needful data/documents for getting import licenses from above mentioned authorities.
- Communicating with overseas suppliers and arranging the orders and documents
- Doing all needful for transfer of the payments officially through Iranian banks to suppliers by TT , LC or draft.

SKILLS

- ICDL : Advance
- System operations: Intermediate

LANGUAGE

- English : Advance
- Persian/Farsi: Native