

Commercial Manager



Resume

Parisa Mortezaei

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EDUCATION

March 2007 **BAHAR INSTITUTE OF HIGHER EDUCATION**

- MS degree in MBA- Marketing

August 1995 **TAKMIL INSTITUTE OF HIGHER EDUCATION**

- BA degree in Industrial Management

**Khoshbakhti St, Taleghaani Ave, Tehran -
Iran**

EXPERIENCE

20th Nov, 07 **Anahid Qeshm Co (Sub company of Goldiran Group)**
- Till Present

LG agency for import of LG Compressor and
Torraspapel Exclusive Agency for some kind of paper from Spain
Alkor Exclusive Agency for Deco Boarders and Self adhesive boarders from Germany
Kostic and IPP agency for Pvc papers from Korea

Commercial Manager

Responsibilities

- Managing the stock flows from suppliers to the channels Including:
 - Commercial Planning for placing order in SCM Channel
 - Commercial correspondence with foreign partners and the relevant negotiations regarding the price agreement, contracts,
 - Follow up of orders, suppliers during making order to receiving goods.
 - Managing of banking procedures for L/C opening, D/A,.....
 - Managing shipment process and releasing to meet OTD
 - Meeting the agreed standards of all products
 - Fast growing subscriber base
- SCM analysis including:
 - Target management by control of purchase, sales & inventory
 - Weekly/monthly meeting with participates of sales & financial department for helping them on meeting their target, for placing the correct and on times orders.

- Relevant report to Financial department
 - Arranging of weekly and monthly report to Managing Director and review of the next plan of commercial department.
 - Present of Internal and Foreign Exhibitions.
 - Finding new brands/ product of the same category of company activities, finding new competitors and control of the present one and totally getting relevant information in the local and foreign markets.
 - Making the relevant reports and tables for Payments, due dates, Order situation, Shipment situation, Demorage costs...

August 2006
- 10th Oct, 07

Rah-E-Parnian Co

**No.41, 6th St, Arab Ali Ave, Apadana Ave,
Tehran - Iran**

Telecommunication equipment, Data Storage, Cashing & filtering

Commercial Manager

Responsibilities

- Consider to projects statues and preparing the relevant report for Managing Director
- Checking tenders advertisements for participate into new project.
- Commercial correspondence with internal companies & foreign partners
- Coordinate and managing of technical team for installation, etc.....
- Providing the relevant reports to finance department.

Achievements:

- Doing something for right Market segmentation
- Improve in after sales service for getting customer loyalty
- Sending the informative details to right consumers

1998- July 2006

TBN CO. (TECHNOLOGY BARGH NADER)

**Sepand St. South Aban Ave
Karim Khan Blvd**

Import of Industrial Electrical Equipment

(Stahl agency from Germany: Manufacture of explosion proof equipment, Draka from Norway: manufacture of Hv, MV, Lv cables, Imtech vonk: from Netherlands, Rolls Royce,,

Commercial Manager at Stahl Department (2002-2006)

Responsibility:

- Considering of inquiry from technical side if it was need to have more information.
 - Issuing quotation for that cases which was possible to be issued by our office in Tehran otherwise sending the inquiry with complete technical information to our office in Germany or Dubai
 - Follow up with customer till getting the order or ending that inquiry
 - Issuing purchaser order for the relevant Agency
 - Issuing the shipping documents
- And totally doing of all official procedure is related to shipment, receiving goods, Payment, etc,...

Internal Manager (2000-2002 at the same co. TBN co)

Responsibilities

- Coordinate between all departments
- Arranging for relevant seminar, necessary action for participate into Oil & Gas Exhibition, Hotel booking, visa application for Guests, arranging their visit schedule

- Following up all orders from all departments and preparing the relevant report for Managing director and totally doing of all official procedure is related to shipment, receiving goods

Secretary of Management (1998-2000 at TBN Co.)

Responsibilities

- All the relevant responsibilities for a Secretary (Answering phone, Archive files, Preparing letters, typing, etc,.....

Something Institute:

- The Ministry of Commerce (Education of Commercial language for 3 months)
- ITELS

SKILLS AND ACTIVITIES

- Computer Skills : Fluent in Word, Excel, Outlook Ms. Office, PDF knowledge and familiar with Photoshop, Visio & Tadbir, Fluent in Typing English and Farsi, Win fax Pro.
- Language : Flunet in English, Writing , reading, speaking & commercail correspondence.

Personal details

Date of Birth: 11th Jan, 1978

Sex: Female

Marital: Married