

CURRICULUM VITAE**PERSONAL DETAILS**

Name	: Ramin Mahmoud Madyar
Date of Birth	: 20/01/1975
Nationality	: Iranian
Sex	: Male
Marital Status	: Single
Desired Job Type	: Full Time
Current Location	: Doha, Qatar
Residency/Visa	: Authorized to work in this location
P.O. Box	: 927
Mobile	: 00974 55332234
Email	: ramin_madyar@yahoo.com

EDUCATIONAL QUALIFICATIONS

- Higher Secondary Course (+2) Passed from Iranian School, Doha-Qatar
- Qualified in First Aid

SKILLS

Computer skills: Windows, Operating System, MS Office

Type Writing: English & Arabic (50 Words/Minute)

Driving: Valid Qatar Driving License

PERSONAL PROFILE

I am a highly motivated, confident and committed individual. I enjoy a challenging career which utilizes strong Analytical, Communication and Skills to fulfill the requirements of the organization by delivering the best from my side to achieve positive results. I have a great capacity to learn and thrive as an individual as well as in a team environment.

EMPLOYMENT HISTORY

Date : 01 Feb 2002- Dec 2009 * Qatar Polymer Industrial Company* Public Relations Officer

All documentation work related with expert & import.

- I. Preparing Certificate of Origin for our export needs to several locations (Europe, African Countries, GCC and taking attestation from "Qatar Chamber of Commerce".
- II. Taking Approval from Ministry of Environment and Fire Restriction Department for importing Hazardous and Non Hazardous goods from outside of Qatar.
- III. Keep in touch with all related banks regarding payment Receivables, Payables, Letter of Credit collection and submission of documents for payment.
- IV. Ensuring Ministry of Finance approval up on COO for export.
- V. Documents Control
- VI. Facilities management
- VII. Collecting Bill of Lading from different shipping lines.
- VIII. Doing all PRO related works (Payments of water, electricity, telephone bills etc...)
- IX. Handling problem resolution with customers, service providers and Logistics Centers.
- X. Coordinating multiple schedules for a variety of service providers in the daily effort to complete order demand.

Date: 01 Jan 2010 – Till Now * AL GHAIS STORE * Sales Representative

- I. Sales Representative outdoor Italian Shoes.
- II. Respond to telephone calls from customers per the established criteria. May provide support to customers after hours and on weekends.
- III. Promote and ensure that the customer service delivered is of the highest quality and that the standard bar continues to be elevated per the business plan for the year.
- IV. Represent Company in a professional manner; Control expenses per established guidelines, Confer with co-workers to research customer problems and find solutions.
- V. Confer with manager to clarify priorities, escalation processes, and assignments.
- VI. Participate in the yearly performance plan with the manager based upon the Company goals and the key accountabilities for the department.
- VII. Documents control

LANGUAGES KNOWN

- | | | |
|----|---------|-----------------------|
| 1. | Arabic | - Read, Write & Speak |
| 2. | English | - Read, Write & Speak |
| 3. | Farsi | - Read, Write & Speak |
| 4. | Urdu | - Speak |
| 5. | Hindi | - Speak |

INTERESTS

I enjoy badminton and swimming as well as reading. I also have a keen interest in the arts.

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge.

Ramin Mahmoud

of the
of the
of the



شماره :
تاریخ : ۱۳۶۷/۴/۲۹
موضوع :

REPUBLIC OF IRAN
MINISTRY OF EDUCATION AND HIGHER EDUCATION
REPUBLIC OF IRAN
REPUBLIC OF IRAN
REPUBLIC OF IRAN

بسم الله الرحمن الرحيم

الى من يهمه الامر :

تشهد مراثة المدارس الجمهورية الاسلامية الايرانية في قطر والبحرين بأن
الطالب رامين محمود بديار رقم البطاقة الشخصية ١٨٨٤ الصادرة من بندر
لبنك الميراث سنة ١٩٧٥ كان طالباً في الصف الرابع الثانوي قسم ادبي في
العام الدراسي ١٩٩٤/١٩٩٣ و قد شارك في امتحانات نهاية العام الدراسي
ونجح بمعدل كسبي ١٤/٦٤ من عشرون ومعدل كل ١٦/٥٨ من عشرون .
اعطيت له هذه الشهادة بناء على طلبه .



و نتخلوا بقبول الاقرار

FAMILY COMPUTER CENTRE

P. O. Box : 14337 - DOHA - QATAR - Tel : 435361
Fax : (0974) 449130 - Cable : "DATA BANK"
SOFTEL BRANCH - Tel : 436874

APPROVED BY THE MINISTRY OF EDUCATION STATE OF QATAR



مركز كمبيوتر العائلة
من ب : ١٤٣٣٧ - الدوحة - قطر - تليفون : ٤٣٥٣٦١
فاكس : (٠٩٧٤) ٤٤٩١٣٠ برقية : داتا بنك
شعب السوفتل تليفون : ٤٣٦٨٧٤
تمت اشراق وزارة التربية والتعليم بدولة قطر

CERTIFICATE

This is to Certify That
RAMIN MUMMOUD MADDYAR

has Successfully Completed the Course
Specified and is awarded this Certificate
of achievement under the seal of this
institution



رئيس المراجعة
SENIOR INSTRUCTOR

Principal
(Mrs. Amy John B. Sc., B. Ed.)

Reg No.

10987

رقم السجل

Batch No.

: COFFICE2000/03/2000/A :

رقم الدفعة

Name of the Course

: MS-OFFICE - FAST TRACK
[MS-WINDOWS, WORD,
EXCEL & POWERPOINT]
[ARABIC]

اسم الدورة

Period of the course

: 02ND SEPTEMBER, 2000
TO
31ST OCTOBER, 2000

مدة الدورة

Date of Examination : 01ST NOVEMBER, 2000

تاريخ الامتحان :

Total Hours

: FIFTY [50]

مجموع ساعات :

Grade Awarded

: FIRST

الدرجة

(Legend below)

Distinction	Above	80	%
First	50 to	80	%
Second	35 to	59	%
Third	35 to	49	%
Fourth	Below	35	%

11--11--2000

التاريخ
DATE

مدير الإدارة
MANAGING DIRECTOR
(A. M. Y. M. MAWA SS. USA)

الدوحة - قطر
DOHA - QATAR