

RAMIN MADYAR

Contact

Phone:

+974 55332234 D.O.B: 20/01/1975

Marital Status: Unmarried

Nationality: IRAN

Email:

ramin madyar@yahoo.com

Computer Skills

Computer skills: Windows,

Operating System, MS Office

Type Writing: English & Arabic

(50 Words/Minute)

Driving: Valid Qatar Driving

License

Languages

- English

 Fluent
- · Arabic Fluent
- Farsi Native
- Hindi-Fluent

Summary

Detailed-oriented, dynamic, and determined Business professional with data analysis and financial evaluation skills, with a background in graphic design that can manage several responsibilities in a fast-paced environment with critical deadlines. Able to identify problems, design marketing strategic plans, and implement an advanced solution.

Education

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

Experience

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

All documentation work related to expert & import.

- Preparing a Certificate of Origin for our export needs to Several locations (Europe, African Countries, GCC and taking attestation from "TheQatar Chamber of Commerce".
- II. Taking Approval from the 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 on COO for export.
- V. Documents Control
- VI. Facilities management
- VII. Collecting Bills of Lading from different shipping lines.
- VIII. Doing all PRO-related works (Payments for water, electricity, telephone bills etc...)
- IX. Handling problem resolution with customers, service providers and Logistics Centers.
- Coordinating multiple schedules for a variety of service providers in the daily effort to complete order demand.



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

- Sales Representative Outdoor Italian Shoes.
- 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 the standard bar continues To be elevated per the business plan for the year.
- IV. professionally represent the Company; Control expenses per established guidelines and confer with co-workers to research customer problems and find solutions.
- Confer with the manager to clarify priorities, escalation Processes, and assignments.
- Participate in the yearly performance plan with the manager based on the Company goals and the key Accountabilities for the department.
- VII. Documents control

FAMILY COMPUTER CENTRE

P. O. Box: 14337 - DOHA - QATAR - Tel.: 435381 Fax.: (0974) 449130 - Cable: "DATA BANK" SOFITEL BRANCH - Tel.: 436874

APPROVED BY THE MINISTRY OF EDUCATION STATE OF QATAST

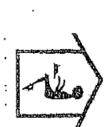


CERTIFICATE

RAMIN MUMMOUD MADYAR This is to Certify TI

has Successfully Completed the Cour Specified and is awarded this Certific institution of achievement under the seal of

(STILCE



:; :;; هركز كهييهتر العائلة

ص . ب: ۱۲۲۲۷ - الدرحة - قبطر - تليفون : ۲۳۲۷ فاكس : (۲۷۲،) . ۲۸۲۲ برتيا «ماتا بنك » فرع السرنتيل تليفون : ۲۷۸۲۲ تحت اشراف وزائرة التربية والتعليم يدولة تسطر

s is to Certify That	Reg No.	: 10987	رقم السجل
Modered the Course	Batch No. Name of the Course	Batch No. : COFFICE2000/03/2000/A: Name of the Course : MS-OFFICE - FAST TRACK:	رقم الدنمة : اسم الدورة :
impleted the Course arded this Certificate for the seal of this	Name of the Course Period of the course	Name of the Course :MS-OFFICE - FAST IRACK [MS-WINDOWS, WORD, ' WXCEL & FOWERPOINT] : [ARABIC] Period of the course : O2ND SEPTIMBER, 2000	
	Date of Examination	Date of Examination: OIST NOVEMBER, 2000	تاريخ الإمتمان :
1	Total Hours	: FIFTY [50]	مجموع ساعات :
SDOC (ESS X	Grade Awarded	: L'IRST (Legend bolow)	الدرجة
CONTAIN CONTAIN		Distinction - Above 80 % First - 60 to 80 % Second - 50 to 59 % Third - 35 to 49 %	





WANAGING DIRECTOR

Fourth

Below 35 %

11--11--2000

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الدرجة الأملير DOHA - QATAR

तंत्रका स्टर् स्टर् (([))

حساره : ۱۱هست : ۲۹۱/۶/۲۹۹۱ م درست :

(MANK) PERMONITATIONAL PROFESSION OF RECOGNISH OF CANTOURS OF RELEASEMENT ACT ASSES THE CONTROL OF RELEASE SCIENCES.

یا جسم (مسدول) ادبایش طرات ووقع بشد آمد، ووقع و حسسم ووق به آم - گل آمووکی و نوووی معلوم متوج بخ محتوا مشهود مثل معلومی مصبحول استخاب امراقا و المواد و عمل می مین

بسم الله الزحمن الرجيم

الى من يهمه الامر:

• تشهد مراقبة المدارس الجمهورية الاسلامية الايرانية في قطر و البحرين بأن الطالب رامين محمود مديار رقم البطاقة الشخصية ١٨٨٤ الصادره من بندر لنكه المرلود منه ١٩٧٥ كان طالباً في الصف الرابع الثانوية قسم ادبى في العام الدراسي ١٩٩٤ ٩ و قد شارك في احتجانات نهاية العسام الدراسي و عجح معدل كتبي ١٩٩٢/١٩ من عشرون و معدل كل ١٩/٥٨ من عشرون .

اعطيت له هذه الشيادة بنا على طلبه شـ

و تفضلوا بقبول فانق الاجترام ((()) علم المنطقة المنطق

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