



## RAMIN MADYAR

### Contact

**Phone:**

+974 55332234

**D.O.B:** 20/01/1975

**Marital Status:** Unmarried

**Nationality:** IRAN

**Email:**

[ramin\\_madyar@yahoo.com](mailto: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 export & import.

- I. Preparing a Certificate of Origin for our export needs to Several locations (Europe, African Countries, GCC and taking attestation from "The Qatar 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.
- X. 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 GHAISS 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 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.
- V. Confer with the manager to clarify priorities, escalation Processes, and assignments.
- VI. 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 : 435361  
Fax : (0974) 449130 - Cable : "QATA BANK"  
SOFTTEL BRANCH - Tel : 436874

APPROVED BY THE MINISTRY OF EDUCATION STATE OF QATAR



مركز كوميبيوتر العائلة  
من ب : ١٤٣٣٧ - الدوحة - قطر - تليفون : ٤٣٥٣٦١  
فاكس : (٠٩٧٤) ٤٤٩١٣٠ - برقية : قاتا بنك  
فروع التليفون : ٤٣٦٨٧٤  
تحت إشراف وزارة التربية والتعليم بدولة قطر

## CERTIFICATE

شهادة

This is to Certify That  
RAMIN MUMMOUD MADYAR

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



SENIOR INSTRUCTOR  
مستشار التعليم

PRINCIPAL  
(Mr. Arif John B. Sc. B. Ed.)

MANAGING DIRECTOR  
(A. M. Y. AL-JAHMA BS. USA)

التاريخ

11-11-2000

التاريخ

الدوحة - قطر  
DOHA - QATAR

Reg No. : 10987  
Batch No. : COFFICE2000/03/2000/A  
Name of the Course : MS-OFFICE - FAST TRACK  
[MS-WINDOWS, WORD,  
EXCEL & POWERPOINT]  
[ARABIC]  
Period of the course : 02ND SEPTEMBER, 2000 :  
31ST OCTOBER, 2000  
Date of Examination : 01ST NOVEMBER, 2000  
Total Hours : FIFTY [50]  
Grade Awarded : FIRST  
الدرجة :  
مجموع ساعات :  
تاريخ الإمتحان :  
رقم السجل :  
رقم الدفعة :  
اسم الدورة :  
مدة الدورة :

(Legend below)		
Distinction -	Above 80 %	
First	60 to 80 %	
Second	50 to 59 %	
Third	35 to 49 %	
Fourth	Below 35 %	

د. ١٤٠١  
١٤٠١  
١٤٠١



١٩٩٢/٤/٢٩ م

شماره :  
تاریخ :  
موضوع :

REPUBLIC OF IRAN  
MINISTRY OF EDUCATION  
DEPARTMENT OF SECONDARY SCHOOLS  
DEPARTMENT OF INTERNATIONAL AFFAIRS  
DEPARTMENT OF MATHEMATICS

جمهوری اسلامی ایران  
وزارت آموزش و پرورش  
اداره مدارس متوسطه  
اداره امور بین المللی  
اداره ریاضیات

بسم الله الرحمن الرحيم

الى من يهجه الامر :

تشهد مراقبة المدارس الجمهورية الاسلامية الايرانية في قطر والبحرين بأن  
الطالب رامين محمود مديار رقم البطاقة الشخصية ١٨٨٤ الصادره من بندر  
لنكه المولد سنة ١٩٧٥ كان طالبا في الصف الرابع الثانوي قسم ادبي في  
العام الدراسي ١٩٩٣/١٩٩٤ و قد شارك في امتحانات نهاية العام الدراسي  
ونجح بمعدل كسبي ١٤/٦٤ من عشرون و معدل كل ١٦/٥٨ من عشرون ،  
اعطيت له هذه الشهادة بناء على طلبه .



و تفشلوا بتقوّل فانق الاجرام

مدير مراقبة المدارس الجمهورية الاسلامية الايرانية في قطر والبحرين

Secondary high school certificate (10+2)

