



Fatemeh Rouzkhosh

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WORK EXPERIENCE

01/08/2019 – 31/12/2022 Tehran, Iran

OPERATIONS ADMINISTRATOR BARANDAZ BAHAVAR INTERNATIONAL TRANSPORT COMPANY

- Import, export handling of more than 1000 transport processes
- Shipping coordination for customers from Iran, Europe and Asia by sea, air and land
- Relationship management, digital marketing, negotiation, pricing, completion of customs formalities

01/10/2021 – CURRENT Tehran, Iran

COMMERCIAL MARKETING SPECIALIST ARUSHA INTERNATIONAL COSMETICS COMPANY

- Various successful projects in the field of cosmetics: ordering, purchasing, distribution, import, sales, etc.
- Coordination of numerous sea, air and land transports for customers in Iran, Europe and Asia
- Carry out customs clearance

EDUCATION AND TRAINING

23/09/2011 – 19/02/2016 Karadj, Iran

BACHELOR IN ENGLISH TRANSLATION Karaj Azad University

Website <https://karaj.iau.ir/en> | **Level in EQF** EQF level 6

01/11/2023 – 28/12/2023 Tehran, Iran

CRM AND CSM Tüv Academy

Website <https://tuvacademy.ir/> | **Level in EQF** EQF level 5

28/01/2024 – 07/02/2024 Tehran, Iran

GERMAN COMMERCIAL COURSE AHK. German-Iranian Chamber of Industry and Commerce

Website <https://diihk.com/en/> | **Level in EQF** EQF level 5

21/04/2013 – 16/03/2018 Tehran, Iran

ENGLISH LANGUAGE ILI English language Institute

Website <https://www.ili.ir/en/home> | **Level in EQF** EQF level 5

21/04/2022 – 24/06/2024 Tehran, Iran

GERMAN LANGUAGE DSIT

Website <http://www.dsit.org.ir/> | **Level in EQF** EQF level 6

16/09/2015 – 20/12/2015 Tehran, Iran

TTC Gostaresh Modiriat Tehran Institute

Website <https://gostaresh-modiriat.com/> | **Level in EQF** EQF level 5

Website <https://srb.iau.ir/fa> | Level in EQF EQF level 6

● **LANGUAGE SKILLS**

Mother tongue(s): **PERSIAN** | **KURDISH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
FRENCH	A1	A1	A1	A1	A1
GERMAN	B2	B2	B2	B2	B2
ARABIC	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Excel | Microsoft Powerpoint | Outlook | Microsoft Word | Instagram | Facebook | Zoom | Organizational and planning skills | Good listener and communicator | Skype | Social Media

● **HOBBIES AND INTERESTS**

Doing Sports

Doing Yoga
Doing Pilates
Jogging
Mountain climbing
Dancing

Reading Books

Philosophy Books
Psychology Books
History Books
Famous English Novels

Cooking

Local Foods
International Foods
Baking Cakes , Cookies , etc.
Creative Foods

Listening Audio files

Listening Audio Books
Educational , Motivational , Inspirational Podcats
Webinars , Seminars , etc

Academic Writing

General Articles
Academic Articles
Short Stories
Writing in my Weblog

Translating and Interpreting

Translating different topics of Articles such as: Technical , Engineering , Medical , Psychological , etc.

Translating Contracts , Student projects ,etc.

Oral Translating and Interpreting , Simultaneous Translating during Phone Conversation , Video Conversation , Meeting , Exhibits , etc.