



Alireza Sedighi Pasheklou

(Married, born in 18.09.1986)

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Profile

After graduation from Allameh Tabataba'i University of Tehran, I steered my career to foreign commercial trade and I gained the required expertise by passing theoretical and practical courses cited in my resume and of course through cooperation with well-known companies such as JTI.

Languages

- Persian (Native)
- English (Fluent, with full command of commercial correspondence)
- German (A1)
- Turkish (Beginner)

Professional Skills

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Adobe Photoshop
- Utilities

Professional Experience

Jan 2018-Present **JTI (Japan Tobacco International)** **Tehran, Iran**

Company Type **Logistics Coordinator**
Tobacco Industry

Responsibilities

- ❖ Management, coordination and communication of all logistic activities from A-Z in close contact with other departments, forwarders and suppliers.
- ❖ Close, constant contact with procurement department, warehouse and production line to have the most efficient transportation and fastest possible clearance process, taking into consideration time, cost and urgency.
- ❖ Planning transportation of orders, coordination and follow up of the shipment customs procedures (export/Import), controlling all shipping documents
- ❖ Tracking all shipments from suppliers' premises all the way till safe delivery to our warehouses and preparing daily reports.

Jul 2015-Sep 2017 **Khosro Medisa Teb(KMT)** **Tehran, Iran**

Company Type **Commercial Account Manager**
Pharmaceutical

Responsibilities

- ❖ International Accounts Management (managing company's international relationships with its multitude partners around the world)
- ❖ Foreign Procurement Management (Managing and placing orders in MOC System)
- ❖ Import documentation
- ❖ Following up Cargo Shipment status until delivery to warehouse
- ❖ Sourcing
- ❖ Preparing, Business plans, Marketing plans

May 2012-Jul 2013 **Taraz Co** **Ahvaz, Iran**

Company type **Commercial Expert**
Constructions

Responsibilities

- ❖ Sourcing and Correspondence with international vendors
- ❖ Evaluation of suppliers and vendors overseas
- ❖ Controlling shipping and import documents
- ❖ Shipment arrangements and tracking cargoes
- ❖ Liaison with warehouse

Education

Jan 2010 - Apr 2012

Allame Tabataba'i University
English Translation Studies, Master (MA)

Tehran, Iran

Sep 2004 - Jan 2009

Payam-e-noor University
English Translation Studies, Bachelor (BA)

Roudsar, Iran

Certificates

2017

Financing and Payment Methods

Issued by ANCCP Academy

2017

Agency and Distribution Agreements

Issued by faculty of Management, Tehran University

2016

Comprehensive Course of international Commerce

Issued by Atieh Commercial Institute, faculty of Management, Tehran University

2013

Foreign Procurement Management & Commercial Negotiation

Issued by Tehran Chamber of Commerce, Industries, Mines and Agriculture

Thanks For Your Kind Attention

