

Parisa Hessamfar

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Summary

- Highly skilled Project Expert with over five years of experience in leading complex projects from inception to completion.
- Adept in managing project timelines, budgets, and resources, with a proven track record of delivering projects on time, within budget, and to the satisfaction of stakeholders.
- A highly motivated and reliable individual with experience in logistics and transportation.
- Possessing excellent communication skills, attention to detail, and a strong ability to work independently and within a team environment.
- Familiar with international shipping regulations, procedures, and documentation. Proven ability to adapt to change and work efficiently under pressure.

Looking for a company where I can contribute and grow in a team-oriented environment and advance my career in implementation of various projects, and related tasks where my education, abilities, skills, and experiences can be utilized to their fullest.

Education

B.S. | Industrial Engineering | Azad University | **IRAN (2014)**

Certifications

MS project certified | Tehran Institute of Technology | Date of Issue 2015/10/05

Oracle Primavera certified | Tehran Institute of Technology | Date of Issue 2014/12/03

IELTS certified IDP Australia | Date of Issue 2021/08/12

Business Correspondence certified | Tehran Institute of Technology | Date of Issue 2019/07/07

ITTC certified (Teacher Training Course) | Tehran IELTS Institute | Date of Issue 2023/09/01

Professional Experience

Operation Expert @ Seadulf (Port and Marine Services company) Full-time (2022-present)

<https://www.seadulf.com/>

This group offers comprehensively specialized services to domestic and foreign shipping companies and transportation company regarding repair, maintenance and storage of containers.

- Maintained accurate records and files of all shipping documents and transactions. Issued all invoices regarding implemented services in depot at the Bandar Abbas port. Tracked and monitored operation procedures, providing updates to customers and resolving any issues that arose.

English Instructor @ Bank of Industry and mind (state bank of Iran), Middle-east Bank (private Bank) as well as Tehran institute of Technology (2019-present) <http://www.mftplus.com/>

- Teaching Business and General English to different levels of bank staff (Part-time)

Operation expert @ Iranian Silk Road company (forwarder and shipping company) Full-time (2017-2019)

This Company organizes global shipping and handles the shipment of cargoes between Iran and overseas countries.

- Coordinated international and domestic shipments, ensuring timely delivery while complying with customs regulations and shipping requirements.
- Prepared and processed shipping documentation, including bills of lading, commercial invoices, and customs declarations.
- Communicated with customers to ensure timely and accurate delivery of goods, providing updates to customers and resolving any issues that arose.
- Collaborated with freight forwarders, carriers, and customs brokers to ensure smooth operations.

Project Control specialist @ Rokn Sazeh Company (Construction company) Full-time (2015-2018) www.arkansazeh.ir

This fabricates and designs industrial steel structures and residential high-rise buildings with welded connections.

- planning and execution of multiple projects via relate project management (MS project - Excel), including developing project scopes, timelines, and budgets, identifying and mitigating risks, and managing project resources.
- Monitored project performance, providing status reports and identifying opportunities for improvement.

Skills

- Project Management
- Team Leadership skills
- Communication and Collaboration
- Time Management

References are available upon request.

Last Update 08/04/2024