

Sedigh Nouraei

COMMERCIAL
ASSISTANT &
TRANSLATOR

ABOUT ME

i have over 10 years of experiences working in Translation & Commercial Assistant. I had worked as Tavan KhodroJey Co, Maysam Group's Commercial Assistant improving communications, translating the brochures and catalogues to facilitate the customers to understanding the usage of the products. Previously, I had been working as a translator, translating science & professional texts for big companies and translation offices, and I have been Senior French Translator in Professor Hessaby's Foundation.

EDUCATION

Islamic Azad University, Arak Branch

2011 - 2013 | Master of Arts, Major in French Literature

Islamic Azad University, Hamedan Branch

2004-2008 | Bachelor of Arts, Major in French Literature

EXPERIENCE

2018-2019 **Administrative Officer | stock Exchange Brokerage**

- Reception & registering buy & sell orders

2019 to present **Administrative Officer|Ordibehesht-e Iranian Brokerage**

- Reception & registering buy & sell orders

2016-2018 **Translator & Commercial Assistant| Maysam Group Co.**

- Business correspondences
- Primittive Negotiations for contracting via email and meetings

2014-2016 **Translator & Commercial Assistant| Tavan Khodro Jey Co**

- . Translating the list of Technical devices of machines
- .Business Correspondences
- .Primitive Negotiations via email & meetings

2011-2013 **Translator| Professor Hessaby Foundation**

- . Translating Professor's documents and cultural texts

CONTACT

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SKILLS

Microsoft office
English knowledge



French knowledge



German knowledge

