Katayun Keyvanmehr

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SUMMARY

- Profile: Female , 31 , Married
- Nationality: Iranian
- Current Location: Dubai, United Arab Emirates

WORK EXPERIENCE

PLS Institute - Private tutor English Teacher Mar 2019 - Mar 2024
Iran, Tehran

worked as a part time English Tutor in PLS institute located in Tehran/Iran and also as a private part time English Teacher.

Istanbul/Turkey language schools English Teacher Apr 2017 - Dec 2018
Turkey, Istanbul

English teacher in the English language schools of Istanbul/Turkey and teaching to Turkish people with my IELTS academic certificate by the overall band score 7 out of 9.

Mihan industrial group , Exon agro industrial group Food Technician Feb 2019 - Mar 2024
Iran, Tehran

worked as a food technician in the field of importing of human consumption food products like oils and oil seeds in two mentioned companies which are the famous groups in the field of producing, importing and exporting the variety of food products.

NATURE VALLEY FOODSTUFF TRADING COMPANY Foreign Trader Aug 2024 - Jan 2025
United Arab Emirates, Dubai

working as a foreign trader in the field of foodstuff and purchasing and importing the different types of foodstuff to UAE.

Mihan Industrial Group
Iran, Tehran

Foreign Trading Manager | Feb 2019 - Jul 2023

Worked as a Foreign Trade Manager in Mihan Industrial Group which Is

one of the most popular companies In the field of producing, Importing and

exporting the variety of products like food chain and raw food materials. We

have imported the wide variety of grains(feed corn, feed barley, soybean meal), seeds, oils, oil seeds and etc in 2 big companies of Mihan Industrial

group (Ghallatban Co. & Ghazal Development holding) and I managed to do

all purchasing, contract process and execution process of the mentioned goods.

Exon Agro Group Company
Iran, Tehran

Foreign Trade Supervisor | Jul 2023 - Mar 2024

Worked as a Foreign Trade supervisor in Exon agro industrial group which is

one of the most popular companies In the field of producing, Importing and

exporting the variety of products like food chain and raw food materials. We

have imported the wide variety of grains(feed corn, feed barley, soybean meal), seeds, oils, oil seeds, raw cane sugar, wheat, etc.

EDUCATION

2011 - 2015 *-Engineering (Agriculture) - Bachelor(BSc/BA)* **Iran, Tehran**

SKILLS

Supplier sourcing in the field of product purchasing and importing	**Advanced**
Computer Skills	**Advanced**

Excel, Word, PowerPoint, Outlook, Internet, Windows, Photoshop	**Advanced**

LANGUAGES

- **Persian (Farsi)** Native
- **Turkish** Professional
- **English** Professional

CERTIFICATES

2016 **Naimi School**
A computer science degree.

2013 **ICS GROUP**
ISO 22000:2005, HACCP, GMP,ESP Certificate

2022 **Industrial Management Organization**
Certificate of management skills

2016 **IELTS organizing center in Tehran**
Academic IELTS certificate in English with a score of 7 out of 9