

Shabnam Mobasser

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Functional Expertise:

- Human Resources Management
- Administration Management
- Recruitment & Headhunting Management

Experience:

Human Resources & Recruitment Manager (Jul. 2017 – Aug. 2020) **Wilson Centre for Child Development and Rehabilitation (Dubai – UAE)**

- Human Resources Management
- Implementing the Labour Law
- Local & Overseas Recruitment
- Employee Services & Counselling
- Planning & supervising HR Policies
- Implementing & Managing HRMS
- Employee Development
- Leave Management
- All kind of HR Reports
- Prepare & Update Employees Records
- Employee Relations
- Review All Current HR Procedure
- Evaluating Employees Performance
- Recommend & Implement New HR Policies
- Organization Development
- Employees' On-boarding and Off-boarding
- Work closely with different ministries
- Mediation to resolve staff disputes

Personal Assistant and Business Consultant (Jun. 2014 – Jul. 2017) **Freelancer working with Iranian businessmen (Dubai – UAE)**

- Professional Personal Assistant
- Provide Business Consultation
- Governmental Communication
- Travel Arrangements
- Documentation and Analyze the Business
- Events and Exhibitions Arrangement

Executive Coordinator (Nov. 2012 – Aug. 2013) **Analytik Jena AG (Dubai – UAE)**

- Distributors and Customers Relations
- Independent Coordinator
- Updates and chase delegated tasks till completion
- Organize day to day running of the office work
- Strong attention to details
- Superior organization and time management skills
- Performs any tasks or duties as per management request
- Prepare quotations and follow up purchase orders
- Seamless communication
- Assist in preparing sales reports, forecasts and presentations
- Team player
- Strong interpersonal and communication skills

Senior Works Executive (Jun. 2011 – Dec. 2011) **The Works Network (Dubai – UAE)**

- Executive Assistant
- Media Research
- Sales and Marketing Assistant
- Maintain and update Social Medias
- Farsi/English Translation

HR Admin and Operations Assistant (Jun. 2009 – Mar. 2011) **INS FZCo. (Dubai – UAE)**

- Executive Personal Assistant
- Office Manager
- Take on some of the CEO's responsibilities
- Being involved in decision-making process
- Negotiation with customers and suppliers
- Multifunctional expertise
- Supervise staff and team leader
- Knowledge of office management systems and procedures
- Attention to details and problem-solving skills
- Strong organizational and planning skills
- Discretion and understanding of confidential issues
- Delegate work in the manager absence
- Develop and maintain a filing system
- Act as the manager's first point of contact
- Organize day to day running of the office and warehouse
- Provide administrative support
- HR recruiter
- Process new and renewal of visas, labor cards and licenses
- Free Zone PRO
- Governmental communication and relationship
- Submit expense reports, handle petty cash and basic accounting
- Excellent time management skills
- Plan and organize events and meetings
- Honesty and reliability
- Draft communications
- Order office supplies

Commercial Expertise for Latin American Region and Spanish Translator & Interpreter (Oct. 2006 – Sep. 2008) **TAKTA (IRIB – Iranian National Radio & TV Organization) (Tehran, Iran)**

- Market research and technical analyze
- Negotiation with foreign delegation
- Coordinate events, exhibitions and meetings
- Seamless communications
- Prepare documents for international bids and tenders
- Actively participate in the governmental delegation's meetings
- Prepare presentation and arrange factory tour for foreign governmental visits
- Translate and interpret Farsi/Spanish

Freelance Spanish Translator & Interpreter (2006 – 2008)
Ministry of Industries and Mines of Iran (Tehran, Iran)

- Simultaneous Farsi/Spanish translation and interpretation at official meetings with Latin American Authorities
- Farsi/Spanish translation of official documents and contracts

Spanish Translator & Interpreter (Jun. 2006 – Jun.2007)
Falegh Sanat (Tehran, Iran)

- Simultaneous Farsi/Spanish translation and interpretation at official meetings
- Simultaneous Farsi/Spanish translation and interpretation for High Governmental Latin American Commissions during the Official Visiting of the Governmental Projects

Receptionist at Consular and Visa Section (Oct. 2005 – Jun. 2006)
Embassy of the Bolivarian Republic of Venezuela (Tehran, Iran)

- Provide administrative support
- Organize meetings, official events and travels
- Prepare documentation, communications and daily reports
- Multifunctional skills
- Farsi/Spanish translation and interpretation
- HR assistance
- Discretion and understanding of confidential issues
- Handle visa department reception
- Issue visas and attestation of official and commercial documents

Admin Manager (Dec. 2002 – Apr. 2005)
Alia Golestan Food Industries Co. (Tehran, Iran)

- Supervise administration and secretarial department
- Support management, accounts, sales and export department
- Draft communications
- HR payroll
- Coordination between head office, factory, distributors and customers
- Staff Supervising

IT Support Officer (Nov. 1999 – Nov. 2002)
Peydayesh Tarh Bartar Co. (Tehran, Iran)

- Schedule office equipment regular services
- Ordering all the required software and IT systems
- Plan staff training and development

Admin Manager (Apr. 1995 – Sep. 1999)
Iran High-rise Structures Consulting Engineers “Saba” (Tehran, Iran)

- Supervise administration and secretarial department
- Support management and engineering department
- Staff Supervising
- HR payroll
- Draft communications

Secretary (Oct. 1994 – Apr. 1995)
Rasen Co. (Tehran, Iran)

- Perform secretarial function
- Support management and accounting departments
- Arrange busy schedule
- Multitask and strong organizational skills
- Develop and maintain a filing system
- Handle communications
- Attention to details
- Take notes and prepare documents for management meetings

Computer Operator (Feb. 1993 – Oct. 1994)
Shima Parto Co. (Shimadzu) (Tehran, Iran)

- Sales data entry
- Manage database
- Clerical performance
- Type correspondence
- Prepare forms and reports

Education:

Bachelor’s Degree in Spanish Language - Azad University of Tehran, Iran (1997 - 2002)

Trainings:

- Spanish Courses (Conversation & Translation) - Embassy of Mexico in Tehran, Iran (1998 - 1999)
- English Letter Writing in International Business Course - Tehran, Iran

Skills:

Certified Zumba® Instructor and a ZIN™ Member since Sep. 2015 (License No. 1267279)

Personal Particulars:

- Date of Birth: March 1974
- Nationality: Iranian
- Visa: Employment
- UAE Driving License
- Languages: Farsi, English, Spanish
- Available to join immediately