

# MAHDIEH MOMTAHENFAKHRAN



Sharjah, UAE



+971-525864300



mahdiah.momtahn70@gmail.com

## Personal Details

Date of Birth: 25/01/1992

Nationality : Iranian

Gender : Female

Visa Status : Visit Visa

## Language Known

- English
- Farsi
- Turkish

## Skills

- Microsoft Office
- Jira
- CRM

## Driving License Details

- I Have Home Country  
Driving License

## CAREER OBJECTIVE

To be a part of a well- establish organization which will provide an opportunity to learn, grow & develop while utilizing my academic & administrative Skill & Contribute for the organizational growth.

## WORK EXPERIENCE

### ➤ CASHIER

Mishahr, Iran – May 2020 to March 2024

- I worked as a cashier for 4 years
- I know how to communicate with customers about the payment method
- buying and selling
- invoice and accounting
- how to work with a cash register

### ➤ CUSTOMER SUPPORT

Iran – June 2018 to 2020

- I worked as a customer support in Iran
- I know about tickets and CRM and solving customer problems
- Jira, MS Excel and MS Word very well
- I was a group leader for 2 years

### ➤ QA & QC AGENT

Iran - July 2017 to May 2018

### ➤ DENTAL ASSISTANT

Zafar Clinic, Iran – May 2012 to May 2014

- I know used materials dental
- File for customers

### ➤ HR ASSISTANT

Iran – Jan 2010 to April 2011

## EDUCATIONAL QUALIFICATION

- **Bachelor of General Psychology – Aug 2010 to Apr 2014**  
Payame Noor, Semnan, Iran  
General Psychology

## DECLARATION

I hereby declare that all the above details are true and fair to the best of my knowledge. Certificate and reference will be presented and when required.

**Mahdiah Momtahnfakhran**