

MAHDIEH MOMTAHENFAKHRAN



Sharjah, UAE



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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