

# Sara Salmanian

Attended BIHE

saradeniro@gmail.com

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## Summary

Sara Salmanian has studied English literature and the English language for many years, achieving full fluency. She currently works for an engineering company as foreign commercial manager, administrative secretary, and a correspondent with overseas corporations. Interested in communicating with people of different cultures and nationalities, she is taking Travel and Tourism Training Courses, so that she can achieve the relevant international certificate. Her flexibility, strong public relations, and the capacity to work as a team enabled her to be a member of a filming and photography team for more than five years. She is fluent in English and has studied both Arabic and French. She cares about the Human Rights, animal welfare, environment, and the dependent issues and is willing to join relevant volunteer training and events.

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## Experience

### **Administrative Secretary/ Representative Director/ Foreign Commercial Manager/ at Control Sazan Pooyandeh**

June 2014 - Present (1 year 6 months)

My responsibilities include: word processing, audio and copy typing, letter writing, dealing with telephone and email inquiries, creating and maintaining filing systems, scheduling and attending meetings, creating agendas and taking minutes, keeping diaries and arranging appointments, sorting and distributing incoming post and organizing and sending outgoing post, organizing and storing paperwork, documents and computer-based information, photocopying and printing various documents, sometimes on behalf of other colleagues, contacting manufacturers, negotiating the prices, ordering the goods, searching and qualifying suppliers, meetings with foreign suppliers, communicating and negotiating with prospective foreign suppliers and buyers,

### **Software Support Specialist at Apple Store**

May 2013 - May 2014 (1 year 1 month)

### **English Teacher at Self Employed**

August 2012 - January 2013 (6 months)

I taught the first book of the English book "Interchange" to two middle aged women. That was a voluntary work and I enjoyed it indeed.

### **Volunteer at Lotus Temple**

April 2012 - May 2012 (2 months)

### **Tele-marketer and Secretary at Sepid Advertising Agency**

January 2011 - April 2011 (4 months)

**Photographer, Camerawoman at Zoom Photography Atelier**

October 2004 - June 2010 (5 years 9 months)

**Tonbak Teacher (Tonbak is an traditional Iranian Musical Instrument) at Self Employed**

2004 - 2007 (3 years)

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## Education

**BIHE**

Bachelor of Arts (B.A.), English Language and Literature, General, 2010 - 2014

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## Interests

Music, Fitness, Photography, Singing, Tour Leadership, Travelling, Psychology, Nature, Travelling, Puzzles, Origami and Papierrmache, Training animals

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## Skills & Expertise

**Microsoft Office**

**Customer Service**

**Microsoft Excel**

**Microsoft Word**

**PowerPoint**

**Management**

**Research**

**Public Speaking**

**Strategic Planning**

**Leadership**

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## Volunteer Experience

**Clean-up volunteer at Golestan Forest**

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## Languages

**English**

(Professional working proficiency)

**French**

(Elementary proficiency)

**Persian**

(Native or bilingual proficiency)

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## Courses

**Independent Coursework**



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[Contact Sara on LinkedIn](#)