

Mona Hashemiahmadi

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Professional summary:

- Coordinating and marketing experience.
- Experience in working with international partners.
- Skills in transportation, marketing entry and distribution, trade research and management.
- Knowledge in legal aspects of international trade.
- Good communication skills for public relation and customer service.
- Ability to work with short deadlines, organized, work well under pressure.
- Problems solving aptitude, team player, resourceful.
- Languages: ENGLISH, PERSIAN and FRENCH.
- Computer knowledge: Ms Office, Internet, Photoshop

Qualifications:

Attestation of Collegial Studies in International commerce Import-Export (FITT)

LaSalle College, Montreal

Certificate in English

2006- Sheffield College, UK

Certificate in Basic passenger fares and ticketing

2004- Fasahel Institute, Iran

Certificate in Tourism Technical Manager

2005- Iranian cultural heritage Organization, Iran

Bachelor Degree in Physics

2003- Azad University, Iran

Work Experience:

Consultant in Import-Export

2007 - 2011 - Taiwan Trade Center (Taitra), Iran

Responsibilities:

- Find business partners for Taiwanese traders to promote foreign trade.
- Organize trade exhibitions (schedule, location).
- Guarantee the well-development progress of the event.
- Advertise the exhibitions for the potential business partners.

- Organize the residing for the Taiwanese traders (transportation, hosting, traveling documents).
- Make meeting appointments during exhibitions for traders.
- Translate communication between the different patterns (English-Farsi).

Business tour coordinator

2005 - 2007 - AITO (Azadi International Tourism Organization), Iran

2004 –2005 – Ganjine Banader International Tourism, Iran

Responsibilities:

- Organise business trips for Iranian businessman groups in different fields.
- Find interesting exhibitions in Germany and analyse their importance and the benefits.
- Analyse the market needs and the viability of the project.
- Advertise the exhibitions and find companies related to a particular event.
- Present to companies what they can gain by visiting the events and convince them to participate.
- Find a reasonable travel package considering the budget.
- Book hotels, flight tickets, exhibitions tickets and tour guide.
- Prepare the official documents for the group to get visa.
- Do a budget according to each project.

Pharmacist-assistant

2001 - 2003 - Shahin Villa 24 Hour Pharmacy, Iran

Responsibilities:

- Prepare prescriptions for customers.
- Helping pharmacist in preparing medicine.
- Ordering medication when necessary; deal with pharmaceutical companies.
- Keep an updated inventory

References are available upon request

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