

Parisa Jalalvandi

Personal Profile

Name: Parisa **Surname:** Jalalvandi **Date of Birth:** 1992 **Sex:** Female

Address: Unit 4, 1st Floor, Jam Tower, No. 5, Bidar St., Elahieh, Tehran, IRAN.

Education:

- B.Sc. in Mathematics, Tafresh University of Technology, Tafresh, Iran (2015)

Work Experience:

- Secretary at ZAP Consulting Engineers, Tehran, Iran (Apr. 2019 - Current)
- Secretary at Rah Abnie Kariz, Tehran, Iran (Nov. 2017-Apr. 2019)
- Sales Executive at Central Advertising Company, Arak, Iran (Nov. 2018-Mar. 2019)

Skills:

- Computer programming
- Maintaining diaries and arranging appointments
- Organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases
- Implementing new procedures and administrative systems
- Liaising with relevant organizations and clients
- High communicational skill
- High cooperation moral