

Masoumeh Mohajer

Georgia

 mohajer596@yahoo.com

 +995596117005

 [linkedin.com/in/masoumeh-mohajer-32815485](https://www.linkedin.com/in/masoumeh-mohajer-32815485)

Summary

I am a Natural resources Engineer, I have written a book in consumer behavior.

Experience



Senior Dispatcher

Universal transit corp

Jul 2021 - Oct 2021 (4 months)



English speaking sales representative

Shaw Academy

Dec 2020 - Jul 2021 (8 months)



Import Specialist

Steel House - ფოლადის სახლი

Oct 2018 - Sep 2020 (2 years)

- establish and implement purchasing policies, procedures and best practices
- monitor ongoing compliance with purchasing policies and procedures
- Direct procurement policies to ensure all items are purchased and delivered within budget and time constraints
- identify and source new suppliers and vendors
- manage vendor and supplier selection process based on price, quality, support, capacity and reliability
- develop and maintain strategic relationships with key suppliers and vendors
- establish and update an approved vendor/supplier database
- develop, negotiate and administer purchasing agreements and contracts with suppliers in support of organizational requirements
- evaluate contracts to ensure compliance with legal requirements and organizational policies
- Monitor supplier and vendor compliance with contractual agreements
- Measure and manage the vendor and supplier cost, quality and delivery performance
- oversee supplier compliance with internal quality standards and external regulations
- troubleshoot cost, quality and delivery concerns
- manage risk relating to quality, cost, delivery and supply of purchases
- introduce performance improvement measures for suppliers and vendors
- Work with relevant departments to manage inventory requirements
- facilitate timely placement of purchase orders
- review purchase orders for proper authorization and compliance with organizational policy and procedures
- develop and manage purchasing budgets and forecasts
- monitor and reduce purchase variances to meet profit objectives

- produce regular reports on purchase commitments, costs and delivery performance
 - oversee the operations and daily activities of the purchasing department
 - Performance manage, develop and motivate purchasing staff
- direct continuous improvement of purchasing processes in line with changing organizational needs and market conditions

Director

MFT Specialized Academy

Nov 2016 - Sep 2018 (1 year 11 months)

Manage contract and price negotiations with office vendors, service providers and office lease Provide general support to visitors Responsible for creating PowerPoint slides and making presentations

Manage

correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved

and that clerical functions are properly assigned and monitored

Ensure top performance of office staff by providing them adequate coaching and guidance

Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals and reviewing of industry publications

Responsible for ensuring office financial objectives are met by preparing annual budget for the office, planning the expenditures, analyzing variances and carrying out necessary corrections that may arise

Participate actively in the planning and execution of company events Responsible for developing standards

and promoting activities that enhance

Operational procedures Allocate available resources to enable successful task performance coordinate office

staff activities to ensure maximum efficiency Evaluate and manage staff performance Recruit and select office

Staff Organize orientation and training of new staff members Coach, mentor and

Discipline office staff, Design and implement filing systems

Analyze and monitor internal processes, Implement procedural and policy changes to improve

Operational efficiency, Prepare operational reports and schedules to ensure

Efficiency Coordinate schedules, appointments and bookings Monitor and maintain office supplies inventory

Handle customer inquiries and complaints maintain a safe and secure working environment

Consultant of Farm Fish Construction

Peyab Novin Company

Jul 2014 - Dec 2015 (1 year 6 months)

- Deploys strategy, ensures best practice sharing and guarantee knowledge transfer within sites through effective leadership of communities of practice.

- Provides direction and influences the development, implementation and continuous improvement of site

quality systems

- Directs the quality and product safety components of R&D driven projects at the sites of responsibility through the product life cycle

- Assures the effectiveness of the corrective and preventative action process across the sites Manages

escalations and PRIMP incidents for the sites of responsibility

- Develops food safety policies and programs like HACCP, GMP's, sanitation, food defense, pest control,
- quality and continuous improvement of the Quality Management Program for implementation at Mars sites

QUALITY & SAFETY ENGINEER

Hyper Star

Jul 2013 - Jul 2014 (1 year 1 month)

- Continuously identifies food safety risks and leads the implementation of risk mitigation strategies
- Develops professional relationships with plant leadership teams, quality leaders, R&D leaders, suppliers, regulators and auditors to ensure division product safety strategies are implemented
- Establishes clear goals/objectives to enhance food safety and quality
- Is responsible for staying abreast of new food laws and regulations and assuring the business unit is in compliance to all local, state, and federal food laws
- Supports the manufacturing facilities during Regulatory, Customer and 3rd Party audits and assist in corrective actions as necessary
- Develops Quality & Food Safety metrics that align with the overall business objectives
- Assures the Food Safety Plans are developed and updated

Quality Control Engineer

IQF Factory

Jul 2012 - Jun 2013 (1 year)

Hazard Analysis Critical control point

Develop product ideas based on customer audience interests

Identify customer problems and create functional prototypes offering a solution

Coordinate prototype submissions with relevant personnel for approval

Perform market analysis on competing products and brands

Analyze market and industry trends and conditions

Analyze feasibility, cost, and return on investment for product ideas

Manage the budget requirements for projects

Oversee the mass production of successful prototypes

Researcher and CMS Builder

Iranian Association of Cold water Fishes

Jan 2011 - Jun 2012 (1 year 6 months)

Coordinate with business management to determine research objectives Work following project brief and

deliver frequent project updates

Develop and direct given research assignments

Create a plan of action, set project goals, and manage to completion

Conduct detailed research of intended subject matter according to business needs Formulate effective and

efficient research processes , Identify market trends and patterns

Design surveys, questionnaires, polls, etc. specific to research requirements Test research methodologies to

confirm intended purpose of evaluation Perform fieldwork, interviews, experiments, concept tests, etc.
to
gather data
Utilize various professional sources to find and extract pertinent information
Perform evaluative analysis of selected resources and current market data Organize and maintain
research
databases
Frequently self-audit work and check data for errors and inconsistencies Compile and organize findings
in
graphs, charts, mock-ups, and diagrams Document, report, and present research findings to manage
clients

Education

Gorgan University of Agriculture and Natural Resources

Master, Quality control Engineering

2014 - 2016

Payam Nour University

Certificate, Marketing

2013 - 2014

Gorgan University of Agriculture and Natural Resources

Engineer's degree, Quality control Engineer

2010 - 2014

Academy of Business and Audit LLC

Certificate of Completion, IAS course work and training and Georgian Tax Law

Alison

Diploma, Diploma in Design Thinking

University of Georgia

Certificate, The Fourth International Conference on Management and Industrial
Engineering

Licenses & Certifications

Diploma in Design Thinking - Mastercard

1044-10709520

Member of the Agriculture & Natural Resources Engineering Organization -

Agriculture & Natural Resources Engineering Organization

Engineering Council No: 0709530729



IAS Course (work and training)and Georgian Tax Law - Academy of Business and

Audit LLC

AA N 00202



IELTS - British Council

Issued May 2019 - Expires May 2021

000242

Skills

Microsoft Office • Microsoft Excel • Microsoft Word • PowerPoint • English • Windows • Research
• Outlook • Photoshop • Public Speaking