

# Curriculum Vitae



## Personal Information

**First Name:** Amir Hossein

**Last Name :** Abdolkarimi

**Sex:** Male

**Date of Birth:** 5<sup>th</sup> January, 1981

**Place of Birth:** Tehran

**Marital Status:** Single

**Military Status:** Completed

**Health:** Excellent

**Address:** No. 13 Shahid Sadeghi Alley- Niroye Daryae St.

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**Website:** [www.wcm-society.com](http://www.wcm-society.com)

## Educational Backgrounds:

August, 2006 – Present Master of Business Administration (M.B.A.)  
Edinburgh Business School- Heriot-Watt University - UK

Oct, 2001- Sep, 2005 B.A. in English to Persian Translation  
Thesis: Discrete-Point tests vs. Integrative Testing  
Islamic Azad University- Department of Foreign Languages-Tehran

Oct, 1997-Sep 1999 Diploma in Natural Sciences  
Imam Jafar Sadegh High School – Tehran

Nov, 2005-Feb, 2005 Business Administration Certificate  
(I.M.I.) Industrial & Management Institute – Tehran

February 2007 – Present Commercial Correspondence & Business Negotiation  
(I.M.I.) Industrial & Management Institute – Tehran

۱۳-۱۴ November ۲۰۰۷ Establishing Lean World-Class Competitive Organizations  
Workshop – Tehran- IRAN

Dec.۲۰۰۶ Accounting in Management Seminar- Tehran- IRAN

۲۰۰۵ ISO ۱۷۰۲۵ Certificate (I.E.I. Training Center – Tehran)

۲۰۰۵ ADIA System Certificate (I.E.I. Training Center – Tehran)

June ۱۹۹۶- Dec ۱۹۹۹ Language Proficiency Certificate  
( Covered ۱۲<sup>th</sup> Levels out of ۱۵) I.L.I. Iran Language Institute – Tehran

### **Professional Experiences:**

March ۲۰۰۳- Present Consultant of Managing Director & Marketing Manager  
I.E.I. Industrial & Engineering Inspection co. of IRAN – Tehran

Nov. ۲۰۰۳- Present University Instructor  
Payam Noor University – Tehran-IRAN

May. ۲۰۰۵- July. ۲۰۰۶ Vice President & Educational Manager  
Danesh Gostar- e- Kish International Institute. Kish Island

۲۰۰۰-۲۰۰۳ Commercial Expert  
Arya Electronics Company (Former PHILIPS)– Tehran

Jan ۲۰۰۰ till Feb ۲۰۰۲ Part time English Language teaching at Language schools like  
Daneshgahian, Arshia & Jaam e jam in Tehran

### **Special Skills:**

-Familiarity with Computer Skills ( Microsoft Office)

-Top Familiarity with Commercial Correspondent & Business Negotiations

### **Memberships:**

Permanent Member of I.M.C.A.  
Iran Management Consultants Association

Member of I.M.A.  
Iran Management Association

## **Publication & Scientific Careers:**

-Author & Co-Author of over more than ۷ papers published in national & international journals

-Translator & Editor of the book "Psychology of Selling"

## **Professional & Educational Backgrounds**

۱-Consultant of I.E.I. company in the international affairs.

۲-Attendance in National & International Tenders.

۳-Technical Consideration & Inspection of Imported & Exported Goods.

۴-Compiling of Marketing & Commercial Plans.

۵-Assessment of Association & Syndicates in I.E.I.

۶-Representative of I.E.I. in the Institute of Standards & Industrial Research of Iran (ISIRI)

۷- Representative of I.E.I. company in Iran Chamber of Commerce, Industries & Mines.

۸-Complete Acquaintance with Letter of Credit & its Commercial Terms.

۹-Performing International & Technical Exhibitions & Seminars.

۱۰-Teaching at IELTS classes since ۲۰۰۲ till present.

۱۱- Translation & Interpretation.

۱۲-Teaching Commercial Correspondent.

## **Languages:**

Persian : Mother Tongue

English : Perfect

French : Basic

*Amir Hossein Abdolkarimi*