

## Curriculum Vitae

### **Raheleh Lotfi Azar**

#### ❖ ***Personal Information***

Date of Birth: 07.05.1980  
Place of Birth: Tehran, Iran  
Current Citizenship: Iran  
Marital Status: Married  
Residency Status: Iran

#### ❖ ***Contact Information***

Email Address: Raheleh.lotfi@yahoo.com  
Contact Phone Number: +98 9370193686

#### ❖ ***Education***

Date: 10/1998 – 06/1999  
Degree: Undergraduate Mathematical Physics  
Place: Osveh center of undergraduate in Tehran, Iran

Date: 2006 – 2007  
Degree: English conversation and grammar  
Place: Safire institute in Tehran, Iran

Date: 2008 – 2010  
Degree: English conversation and grammar  
Place: Aryan pour institute in Tehran, Iran

Date: 05/2010  
Degree: Equivalent Associates Degree Sale management  
Place: ACECR of Amir Kabir University Tehran, Iran

Date: 07/2011 – 09/2013  
Degree: Associates Degree Translation of Documents  
Place: University of Applied sciences Tehran, Iran

Date: 10/2013  
Degree: Bachelor's degree of news Translation  
Place: University of Applied sciences Tehran, Iran

❖ ***Employment History***

**Date:** 08/1999 – 03/2004  
**Company:** Iran Insurance agency

**Job Title:**

- Supervisor
- operator to issuing insurance
- Insurance advisor

**Date:** 03/2004 – 07/2006  
**Company:** Sabalan Industrial Production Co.

**Job Title:**

- Administrative Employee
- Production Office Employee

**Date:** 07/2006 – 01/2008  
**Company:** Idehnegar Computer Development Co.

**Job Title:**

- Commercial and sale Expert

**Date:** 01/2008 – 05/2011  
**Company:** Farapayam Software Co.

**Job Title:**

- supervisor of support contracts affairs

**Date:** 08/2011 – 08/2012  
**Company:** MPCO Co.

**Job Title:**

- IT documents and texts Translator (Non-campus recruiting)

**Date:** 07/2012 – 01/2013  
**Company:** Pol English Institute

**Job Title:**

- English Lecturer (teacher)- part time

**Date:** 01/2013 – 03/2013  
**Company:** Parsian sakht

**Job Title:**

- translator - Non-campus recruiting (translation a book in commerce and business )

**Date:** 05/2013 – up to now

**Company:** Moin translation Office

**Job Title:**

- translator - Non-campus recruiting

**Date:** 10/2013 – up to now

**Company:** Iran typist Translation Website

**Job Title:**

- translator - Non-campus recruiting

❖ ***Professional Skills***

- Microsoft Office
  - word
  - excel
  - power point
  - English & Persian Type
- Internet
  - Research
  - Email
  - outlook
- Business Financial Software (farapayam)
- Administrative Automation (farapayam)
- English Translation
  - Identity & Education Documents
  - IT
  - General

expertism

Technical

Commercial and economic

scientific

psychologic and humanism

political & news

etc..