

Masoud Shater Hossein

Looking for A position of an Energetic, creative, analytic and trade-oriented opportunity, offering extensive knowledge of English Language and ability to interact with people of diverse cultures.



Education

- 2000—2006 Computer Engineering AD from University of Ghazvin (Barajin)
- 2009—2010 Teaching Knowledge Test (TKT) from University of Cambridge



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Work Experience

Administrator and Interpreter

Tejarat Bonyan Raya

From *August 2011*
To *Present*

- Performed Translation and real-time interpretation at international fairs and seminars such as:
 - ◆ Agrofood June 2016 Iran
 - ◆ INOTEX June 2015 Tehran
 - ◆ FINEX July 2015 Tehran
 - ◆ GITEX October 2014 Tehran
- Performed post-fair tasks such as Data collection and related correspondence.
- Translated Documents from Farsi to English and English to Farsi

English Instructor

Shahid Beheshti University

From *October 2013*
To *Present*

- Taught English to variety of adult students from different cultures.
- Attended prospective workshops, training courses and seminars as suggested by the institute/school boards such as Cambridge TKT (Teaching Knowledge Test).
- Provided appropriate and detailed feedback on learner's oral and written work.
- Maintained complete and accurate records of student progress and evidence of growth and progress.

Translator Freelance

From *August 2008*
To *Present*

Translated variety of documents for individuals and companies in the following areas:

- ◆ Psychology
- ◆ Engineering : Civil, IT, Electronic, Architecture
- ◆ Business and Advertising
- ◆ Education & Teaching
- ◆ Law
- ◆ Accounting & Finance

About me

A creative and supportive teacher who cares about student's learning. Very flexible and attentive to student's needs. Received good feedbacks from students and praised by learners for building up a strong relationship during the last 8 years. Active and motivated to create new materials with an unquenchable thirst for knowledge.





MBTI character type: INTJ



Skills and Abilities







Personal and interpersonal Skills

- Classroom management Skills 
- Problem Solving Skills 
- Verbal/Nonverbal Communication 
- Responsibility And Accountability 



Computer Skills

- MS Office
(Word, Excel, PowerPoint, Access) 
- E-Draw (Presentation software) 
- Programming (VB, C++) 
- Adobe Photoshop 

Department Secretary

Ava Holding Group

From August 2010
To 2013

- Arrange conferences, meetings, and travel reservations for office personnel.
- Conduct searches to find needed information, using such sources as the Internet.
- Perform business correspondence through emails.
- Performed routine administrative functions such as admitting visitors and members, organizing and maintaining paper and electronic files, or providing information to callers.
- Supervise interviews and train new members.

English Instructor

Iran—Canada Friendship Association

From July 2008
To September 2011

- Taught English to adults with different levels of ability.
- Built a fun and team-oriented atmosphere and encouraged creativity and self-learning activities.
- Planned, created and delivered lesson innovative plans in line with the institute's curriculum.

Technical Support Supervisor

Asiatech

From October 2006
To October 2009

- Planned and implemented Rotating shifts for the team.
- Designed electronic forms which enhanced the call responses considerably and reduced call lost up to 45%.
- Created a comfortable and team-oriented atmosphere.
- Facilitated technical support feedbacks to NOC to speed up the lower level network troubleshooting.
- Trained new members.
- Satisfied numerous unhappy customers by talking or recommending special offers.