

PERSONAL INFORMATION

Zeinab Tootoonchian

Purchasing Specialist

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Sex Female | Date of birth 13/03/1984 | Nationality Iranian

WORK EXPERIENCE

December 2017 – Present

Commercial Expert

Aerozit Aviation (www.aerozit.com)

- Performing and coordinating all commercial activities such as sourcing, negotiating, and ordering to make the best purchase package.
- Finding requested parts through Parts Base, Stock market and ILS
- Controlling PPW and checking the validity of Cert sources through LinkedIn and FAA website
- Negotiating and finding sales people in well known companies such as Chromalloy through LinkedIn
- Providing a database of manufacturers and suppliers and MRO companies
- Sourcing and making vendors for various supplies and services.
- Searching for new suppliers and finding valid sources for internal purchase.
- Monitoring the performance of suppliers, assessing their ability to meet quality and delivery requirements.
- Purchasing at the right time, with the right quantity, favourable quality, and appropriate price.
- Managing payments and following up on invoices.
- Forecasting demand and creating supply plans that ensure the availability of materials or products. Continuously monitoring, evaluating, and improving supplier performance.
- Effective negotiating and bargaining with suppliers.

August 2019 – Nov. 2019

Interpreter & Translator

Shokoufa Sanat Pouya Co. Tehran, Iran (www.pouyan-group.com)

- Translate documents to or from English
- Translate contracts, agreements to or from English
- Worked as an interpreter in international meetings
- Coordinate the flow of information both internally and externally
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Public relation

October 2016 – August 2018

Interpreter & Translator

Caspian

- Translate documents from or to English
- Market research in terms of exporting fruits
- Finding appropriate vendors
- Negotiate with foreign vendors
- Corresponding with vendors over prices and negotiate on competitive price

January 2013 –
October 2016

English Language Teacher

Specialized Center of English Language Hiran Tehran, Iran

- Teach General English to adults
- Teach Business English to the managers of insurance companies
- Teach General English to manager of Iran Stock Exchange
- Teach General English to young adults
- Make learners ready for international exam such as IELTS or TOFEL
- Make young learners ready for Cambridge exam such KET or PET
- Being in charge of helping inexperienced teacher to overcome difficulties in classes

March 2012 –
January 2013

English Language Teacher

The IELTS Center Asabuyeh Busheh Province, Iran

- Teach General English to managers of Imam Khomeini Petrochemical company
- Provide written and oral tests based on materials which had been taught before
- Examine staff level of English to be eligible to get promoted
- Examine staff level of English proficiency to be eligible for foreign missions
- Placement tests
- Provide a written report on the progress of each learner during the term

March 2011 – March
2012

English Language Teacher

The IELTS Center Asabuyeh Busheh Province, Iran

- Teach General English to managers of Petrochemical companies located in Asaluyeh, Bushehr Province
- Provide written and oral tests based on materials which had been taught before
- Examine staff level of English to be eligible to get promoted
- Examine staff level of English proficiency to be eligible for foreign mission
- Placement tests
- Provide report of learners performance during a term

English Language Teacher

Specialized Centre of English Language Zabzngostar Tehran, Iran

- Teaching English to Adults
- Supervisor and Mentor
- Make young learners ready for Cambridge Test KET, PET
- Worked as a Teacher trainer
- HR

August 2009 – March
2011

EDUCATION AND TRAINING

Bachelor's degree English Translation
Payame Noor University (Distance Education)
2007-2011

PERSONAL SKILLS

Mother tongue(s) Persian

ENGLISH

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Advanced(C1)	Advanced(C1)	Advanced(C1)	Advanced(C1)	Advanced(C1)

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills ▪ Excellent communication skills gained through my experience as a procurement expert

Organisational / managerial skills ▪ leadership (currently responsible for a team of 10 people)
 ▪ Time Management
 ▪ scheduling
 ▪ prioritizing through to-do and to-don't lists
 ▪ project management **skills**, consistent communication, multi-tasking, and flexibility as well as adaptability
 ▪ Market researching
 ▪

Job-related skills ▪ Planning
 ▪ Time Management
 ▪ Problem Solving

Other skills ▪ Digital Marketing
 ▪ SEO

Driving licence ▪ Yes full, Iranian

Certificates ▪ Certificate of Digital Marketing course
 ▪ Certificate of SEO Course
 ▪ DCC (Document Control Checking)
 ▪ Microsoft EXCEL
 ▪ Teaching English To Adults(40 Hour) regarding CELTA approach