



**Consultant (Freelance)**

Business, Technical, Training & DCC



**EDUCATION:**

1988 – 1992 **Drilling Engineer**  
 1<sup>st</sup> Hons  
 Occupational Degree  
 Drilling Academy – Oil University – Ahwaz – Iran

**WORK EXPERIENCE:**

2023 – Now	Project Manager	Private	Iran
2019 – 2022	HR & Admin Manager	Private	Iran
2018 – 2019	Business Consultant	Private	Philip
2018 – 2019	Business Consultant	Private	India
2015 – 2018	Business Consultant	Private	Iran
2015 – 2015	Training Consultant	Private	Kuwait
2007 – 2015	Training Manager	KDC	Kuwait
2003 – 2007	Senior Tool Pusher	Private	Iran
1999 – 2003	Interpreter/ Translator	Private	UK
1996 – 1998	Senior Tool Pusher	Private	Iran
1995 – 1996	Assistant Driller	C.P.C	U.A.E
1993 – 1995	Night Tool Pusher	N.I.D.C	Iran
1989 – 1993	Assistant Driller, Driller	N.I.D.C	Iran

**BRIEF BIO:**

Well-experienced Expert with more than **37 years extended** solid services Nationally and Internationally holding various "Positions" on various multi-disciplines Companies & Industries offering wide range of services in;

- Training Consultation
- Business Consultation
- Technical Consultation
- Business Development
- Business Troubleshooting
- Documentation Management
- Marketing & Sales Management
- Oil & Gas (Up-str & Down-Str)
- Manpower Sourcing
- Logistics System Management
- Warehouse Management
- Facility & Event Management
- ...

**OBJECTIVES:**

- Sharing knowledge
- Taking My Skills Online
- Advocating for Animals
- Contribution to Local Efforts
- Offering Material Donations
- Donate Money to Charities
- ...

**CONTACT:**

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**LINKEDIN:**  
 muhammad-hakimi-52854247  
**EMAIL:**  
 Muhammad.hakimi@outlook.com

**HOBBIES:**

- Billiard
- Video Games

**TRAINING SKILLS:**

- # 1 – QHSE
- # 2 – Soft skills
- # 3 – Managing Business
- # 4 – Internal & External Auditor
- # 5 – Business Ethics & Etiquettes
- # 6 – Management of Documentation
- # 7 – General & Specific Drilling Courses
- # 8 – ...

**OFFICE SKILLS:**

- Windows 10, 11
- Office Suite 2021
- 10 Finger typing
- Documentation
- Bilingual English, Arabic, Persian
- ...

**BUSINESS SKILLS:**

# 1 – Mapping & Assessing the full scale of Business	98 %
# 2 – Generation of range of Business Analysis Report	97 %
# 3 – Reviewing & Revising all type of Manuals, Guides	96 %
# 4 – Identifying Shortages, Shortfalls, Challenges ...	97 %
# 5 – Random Skills Assessment + Periodical Training ...	98 %
# 6 – Injecting Intuitiveness / Innovations into Business	98 %
# 7 – ...	

**MANAGERIAL SKILLS:**

# 1 – Consultation	98 %
# 2 – Planning & Training	97 %
# 3 – Execution & Monitoring	95 %
# 4 – Improvement & Upgrading	97 %
# 5 – Observation & Maintenance	97 %
# 6 – Office & Business Automation	98 %
# 7 – Directing Business to the NEW ERA	95 %
# 8 – Utilization of latest Techs / Methods	
# 9 – ...	98 %

# Engr. Muhammad Hakimi

## Consultant & Executive Director

Business, Technical, Training, DCC, Documentation, Administration, Human Resourcing, Manpowering, Logistic, Business to Business Commerce, Customer Account Management, Generation of Leads, Marketing, QHSE, Inspection, Standardizing, Procurement ...

📍 19, 2<sup>nd</sup> Azadeh Ave, South Tarasht, Tehran, 1459934861, Iran

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🔒 Nil

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Sex Male | Date of birth 22/03/1965 | Nationality Iranian

| Marital Status Single |

### WORK EXPERIENCE

#### Aug 2023 - Now Project Manager

- & Acting Business Development Manager

#### Employer: Tehran Saadat – Tehran – Iran

A “Firm” located in Tehran providing the following services in:

- 1- Shipping (Nationally & Internationally)
- 2- Custom Clearance
- 3- ...

#### ➤ S.O.W;

- 1- Registration & Establishment of a “Start Up” in chosen Sea-Ports in South of Iran adjacent to the “Persian Gulf” including 3 branches.
- 2- ...

#### ➤ Summary of Activities but Not Limited To;

- 1- Created & managed the “Documentation System”
- 2- Edited and produced the “Business Plan”
- 3- Edited and produced the “Business Descriptive Plan”
- 4- Edited and produced the “Business Road Map, Work & Process Flow”
- 5- Edited and produced the “Marketing Plan & Assembling the required Team”
- 6- Edited and produced the “Sales Plan & Assembling the required Team”
- 7- Edited and produced the “Logistics System Plan”
- 8- Edited and produced the “Local Manpower Sourcing Plan”
- 9- Edited and produced the “Warehouse Facility Plan”
- 10- Edited and produced the “Procurement Plan”
- 11- Edited and produced the “QHSE Plan”
- 12- Edited and produced the “Risk Management Plan”
- 13- Edited and produced the “Cost Engineering Break Down”
- 14- ...

#### ➤ Achievements;

- 1- Implemented “Effective Communication” via Outlook Company-wide
- 2- Implemented “Effective Team Work” Company-wide
- 3- Implemented “Written Correspondences” with Customers Company-wide
- 4- Implemented “Formal Written Procedures” within the main Warehouse
- 5- Implemented “QHSE Periodical Training” for Warehouse Staff
- 6- ...



Aug 2022 – July 2023

## Business Consultant & Executive Director

**“11 months”**

- & Acting Business Development Manager
- & Acting HR Manager
- & Acting Administration Manager
- & Acting Training Manager

### Employer: MatCoiner – Tehran – Iran

A “Firm” located in the Tehran/Iran providing the following services:

- 1- Digital Currency
- 2- NFT Flipping
- 3- Currency Exchange
- 4- Online Training
- 5- ...

#### ➤ S.O.W;

- 1- Recruitment, employment & assembling of the required and qualified entities for the Sales & Marketing Teams, Creation of DCC, Providing Training to the of Marketing & Sales Teams
- 2- ...

#### ➤ Summary of Activities but Not Limited To;

- 1- Created & managed the “Documentation System”
- 2- Trained the CEO due to his youth age & lack of managerial skills
- 3- Improved the “Marketing Protocol”
- 4- Edited and produced the “Marketing Plan & Assembling the required Team”
- 5- Edited and produced the “Sales Plan & Assembling the required Team”
- 6- Improved the “Training Protocol”
- 7- Improved the “Human Resources Protocol”
- 8- Rehabilitated the entire business
- 9- ...

#### ➤ Achievements;

- 1- Implemented “Effective Documentation System” Company-wide
- 2- Implemented “Effective Time Management” Company-wide
- 3- Implemented “Effective Correspondences” Company-wide
- 4- Implemented “Internal Weekly Meeting” Department-wide
- 5- Implemented “Thursdays Meeting” with CEO
- 6- Implemented “Formal Written Procedures” within the Departments
- 7- Implemented “QHSE Protocol” Company-wide
- 8- Cost Reductions by termination of the significant number of “Excess Staff” from Departments
- 9- Implemented “Effective CRM” under the name of “CRM plus”
- 10- Implemented “Effective & Legally Registered Contracts” with Freelancers
- 11- Implemented “Dual Shift” – Day workers & Evening Workers for enhancement of Productivity
- 12- Implemented “Effective Protocol for Manpower Hiring”
- 13- Implemented “Effective Written Procedures & Steps” for Interviews
- 14- Revised the “Employment Contract”
- 15- Revised the “Employment Packages”
- 16- Implemented the “Manpower Retention Scheme”
- 17- Implemented the “Manpower Career Development”
- 18- Implemented the “Performance Monitoring Protocol”
- 19- Revised the “Job Description” for various positions
- 20- Implemented “Effective Timetable vs Tasks” for Departments
- 21- Implemented “Effective Timetable vs Tasks” for Staff
- 22- Implemented “Cloud Services” for Archiving Mechanism
- 23- Implemented “Code of Disciplinary Actions”
- 24- Implemented “Awards Plan”
- 25- Implemented “Effective CMS – Content Management System”
- 26- Created “Bilingual Medias – English & Persian” for “Training Packages”
- 27- ...



**“5 months”**

**I started my own business** activities in providing and rendering my services (Consultation and Operation) in the following fields But Not Limited To:

- 1- Business
- 2- Technical
- 3- Training
- 4- Documentation & DCC
- 5- Education
- 6- Immigration
- 7- Investment
- 8- ...

➤ **S.O.W;**

- 1- Rendering my “Consultation Services” to the wide range of Customers nationwide over the Telephone, Video call and in-person meetings.
- 2- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Rendered, delivered the topics related to the Business Troubleshooting
- 2- Trained the GM/CEO/Executive Mgrs concerning the Business Etiquettes
- 3- Trained the GM/CEO/Executive Mgrs concerning the Managerial Skills
- 4- Edited and produced the Marketing Plan & Assembling the required Team
- 5- Edited and produced the Sales Plan & Assembling the required Team
- 6- Promoted the Employee’s Retention Scheme
- 7- Troubleshooted the Advertisement & Marketing Issues
- 8- Troubleshooted the Training Issues
- 9- Troubleshooted the Sales Issues
- 10- ...

➤ **Achievements;**

- 1- Trained the CEOs for implementation of the “Documentation System”
- 2- Trained the CEOs for implementation of the “Time Management”
- 3- Trained the CEOs for implementation of the “Written Correspondences”
- 4- Provided “Total Solutions” for “Manpower Sourcing”
- 5- Provided “Total Solutions” for “Performance Monitoring”
- 6- Provided “Total Solutions” for “Departments Productivity”
- 7- Provided “Total Solutions” for “Effective Manpower Productivity”
- 8- Provided “Total Solutions” for “Work Ethics”
- 9- Provided “Total Solutions” for “Business Etiquettes”
- 10- Provided “Total Solutions” for “Risk Mitigation”
- 11- Provided “Total Solutions” for “Boosting the Sales Rate”
- 12- Provided “Total Solutions” for “Keeping Up with the Business Roadmap”
- 13- Provided “Total Solutions” for “Keeping Up with the Services Roadmap”
- 14- Provided “Total Solutions” for “Keeping Up with the Products Roadmap”
- 15- Provided “Total Solutions” for “Keeping Up with the Customers Roadmap”
- 16- Provided “Total Solutions” for “Keeping Up with the Employees Roadmap”
- 17- Provided “Total Solutions” for implementation of “QHSE Protocol”
- 18- ...





Sep 2021 – Apr 2022

## HR & Administration Manager

**“8 months”**

- & Acting HR Manager
- & Acting Administration Manager
- & Acting Vice President

### In-shape Body – Tehran – Iran

A “Firm” located in the north of Tehran providing the following services in:

- 1- Health & Fitness
- 2- Losing Weight by EMS technology
- 3- Gaining Weight by Nutrition Program
- 4- ...

#### ➤ S.O.W;

- 1- Recruitment, employment & assembling of the required and qualified entities for Branches in Tehran and Karaj
- 2- Improved the performance of the Sales & Marketing Teams
- 3- Creation of DCC, Establishment of Data Bank of rules & regulations,
- 4- ...

#### ➤ Summary of Activities but Not Limited To;

- 1- Created & managed the Documentation System
- 2- Improved the HR Protocol
- 3- Created the Admin Administration
- 4- Improved the Training Protocol
- 5- Promoted the Employee’s Retention Scheme
- 6- Troubleshooted the Advertisement & Marketing Practices
- 7- Troubleshooted the Training Practices
- 8- Troubleshooted the Sales Practices
- 9- Created & Implemented the Business Etiquettes company-wide
- 10- ...

#### ➤ Achievements;

- 1- Trained the CEOs for implementation of the “Documentation System”
- 2- Trained the CEOs for implementation of the “Time Management”
- 3- Trained the CEOs for implementation of the “Written Correspondences”
- 4- Provided “Total Solutions” for “Manpower Sourcing”
- 5- Provided “Total Solutions” for “Performance Monitoring”
- 6- Provided “Total Solutions” for “Departments Productivity”
- 7- Provided “Total Solutions” for “Effective Manpower Productivity”
- 8- Provided “Total Solutions” for “Work Ethics”
- 9- Provided “Total Solutions” for “Business Etiquettes”
- 10- Provided “Total Solutions” for “Risk Mitigation”
- 11- Provided “Total Solutions” for “Boosting the Sales Rate”
- 12- Provided “Total Solutions” for “Keeping Up with the Business Roadmap”
- 13- Provided “Total Solutions” for “Keeping Up with the Services Roadmap”
- 14- Provided “Total Solutions” for “Keeping Up with the Products Roadmap”
- 15- Provided “Total Solutions” for “Keeping Up with the Customers Roadmap”
- 16- Provided “Total Solutions” for “Keeping Up with the Employees Roadmap”
- 17- Provided “Total Solutions” for implementation of “QHSE Protocol”
- 18- Expanded the Business Volume Growth from 8 Branches to 12 Branches
- 19- Implemented the “Phycologists Hiring Plan” for betterment of services
- 20- ...



Mar 2021 – Sep 2021

## Business Consultant & Executive Director

**“7 months”**

- & Acting HR Manager
- & Acting Administration Manager

### Real Estate Plus – Tehran – Iran

A “Real Estate” located in the west of Tehran providing the following services Concerning “Property”:

- 1- Selling
- 2- Renting
- 3- Leasing lands
- 4- Participation in Construction
- 5- ...

#### ➤ S.O.W;

- 1- Recruitment, employment & assembling of the required and qualified entities for “Effective Presentation of Properties” to the customers
- 2- Improving the performance of the Sales & Marketing Teams
- 3- Established a Data Bank of written rules, regulations, Instructions
- 4- ...

#### ➤ Summary of Activities but Not Limited To;

- 1- Edited the Presentation Plan & Assembling the required Team
- 2- Edited and produced the Sales Plan & Assembling the required Team
- 3- Edited and produced the Marketing Plan & Assembling the required Team
- 4- Improved the HR Protocol
- 5- Revised the Business Model & the Training Methods
- 6- Created & Implemented the Business Etiquettes Estate-wide
- 7- ...

#### ➤ Achievements;

- 1- Provided “Total Solutions” for “Manpower Sourcing”
- 2- Provided “Total Solutions” for “Performance Monitoring”
- 3- Provided “Total Solutions” for “Departments Productivity”
- 4- Provided “Total Solutions” for “Effective Manpower Productivity”
- 5- Provided “Total Solutions” for “Business Etiquettes”
- 6- Provided “Total Solutions” for “Boosting the Sales Rate”
- 7- Provided “Total Solutions” for “Keeping Up with the Services Roadmap”
- 8- Provided “Total Solutions” for “Keeping Up with the Customers Roadmap”
- 9- ...



Jan 2021 – Mar 2021

## Business Plan Writer

**“3 months”**

### Immigration Plus – Tehran – Iran

A “Firm” located in the north of Tehran providing the following services in:

- 1- Immigration based on Investment
- 2- Immigration based on Education
- 3- Immigration based on Buying Property
- 4- Immigration based on Establishment of Business
- 5- ...

#### ➤ S.O.W;

- 1- Edited & Produced various Business Plans for Customers
- 2- ...

#### ➤ Summary of Activities but Not Limited To;

- 1- Edited and produced the Business Plans for various cases
- 2- ...



**3 months**

**I started my own business activities** in providing and rendering my services (Consultation and Operation) in the following fields But Not Limited To:

- 1- Business
- 2- Technical
- 3- Training
- 4- Documentation & DCC
- 5- Education
- 6- Immigration
- 7- Investment
- 8- ...

➤ **S.O.W;**

- 1- Rendering “Consultation Services” to the wide range of Customers nationwide over the Telephone, Video call and in-person meetings.
- 2- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Rendered, delivered the topics related to the Business Troubleshooting
- 2- Trained the GM/CEO/Executive Mgrs concerning the Business Etiquettes
- 3- Trained the GM/CEO/Executive Mgrs concerning the Managerial Skills
- 4- Troubleshooted the Advertisement & Marketing issues
- 5- Troubleshooted the Training issues
- 6- Troubleshooted the Sales issues
- 7- ...

➤ **Achievements;**

- 1- Trained the CEOs for implementation of the “Documentation System”
- 2- Trained the CEOs for implementation of the “Time Management”
- 3- Trained the CEOs for implementation of the “Written Correspondences”
- 4- Provided “Total Solutions” for “Manpower Sourcing”
- 5- Provided “Total Solutions” for “Performance Monitoring”
- 6- Provided “Total Solutions” for “Departments Productivity”
- 7- Provided “Total Solutions” for “Effective Manpower Productivity”
- 8- Provided “Total Solutions” for “Work Ethics”
- 9- Provided “Total Solutions” for “Business Etiquettes”
- 10- Provided “Total Solutions” for “Risk Mitigation”
- 11- Provided “Total Solutions” for “Boosting the Sales Rate”
- 12- Provided “Total Solutions” for “Keeping Up with the Business Roadmap”
- 13- Provided “Total Solutions” for “Keeping Up with the Services Roadmap”
- 14- Provided “Total Solutions” for “Keeping Up with the Products Roadmap”
- 15- Provided “Total Solutions” for “Keeping Up with the Customers Roadmap”
- 16- Provided “Total Solutions” for “Keeping Up with the Employees Roadmap”
- 17- Provided “Total Solutions” for implementation of “QHSE Protocol”
- 18- ...



Sep 2020 – Nov 2020

## Business Consultant & Executive Director

Tejarat Iranian Group – Tehran – Iran

**“3 months”**



A “Group” located in the north of Tehran providing the following services in:

- 1- Selling wide range of Home Appliances
- 2- Selling wide range of Industrial Appliances
- 3- Main distributor of wide range of Water Pumps
- 4- ...

➤ **S.O.W;**

- 1- Recruitment, employment & assembling of the required and qualified entities for the Sales & Marketing Teams, Creation of DCC, Providing Training to the Marketing & Sales Teams
- 2- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Improved the Communication Protocol
- 2- Improved the Data Bank
- 3- Improved the Before Sales Service Protocol
- 4- Improved CRM Protocol
- 5- Improved the After Sales Service Protocol
- 6- Improved the Public Relationship Protocol
- 7- Improved the Advertisement & Marketing Practices
- 8- Improved the Training Practices for new employees
- 9- Edited and produced the Marketing Plan & Assembling the required Team
- 10- Edited and produced the Sales Plan & Assembling the required Team
- 11- Improved the Sales Practices
- 12- ...

July 2020 – Sep 2020

## Business Consultant & Executive Director

Spikal – Tehran – Iran

**“3 months”**



A “Company” located in the downtown of Tehran selling the following:

- 1- Selling wide range of Car’s spare parts
- 2- Selling wide range of Car’s genuine parts
- 3- ...

➤ **S.O.W;**

- 1- Recruitment, employment & assembling of the required and qualified entities for the Sales & Marketing Teams, Creation of DCC, Providing Training to the Marketing & Sales Teams
- 2- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Improved the Communication Protocol with Customers
- 2- Improved the Data Bank
- 3- Improved the Before Sales Service Protocol
- 4- Improved CRM Protocol
- 5- Improved the After Sales Service Protocol
- 6- Improved the Public Relationship Protocol
- 7- Edited and produced the Marketing Plan & Assembling the required Team
- 8- Edited and produced the Sales Plan & Assembling the required Team
- 9- Improved the Advertisement & Marketing Practices
- 10- Improved the Sales Practices
- 11- ...



May 2020 – July 2020

**“3 months”**

## International Commercial Manager

**Bashir Group – Tehran – Iran**

A “Holding” located in the north of Tehran offering the following services:

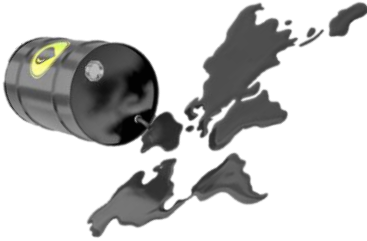
- 1- Shipping
- 2- Selling Oil products
- 3- ...

➤ **S.O.W;**

- 1- In charge of Commercial Department and boosting the sales rate
- 2- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Improved the Overseas Commercial Unit Protocol
- 2- Improved the Data Bank related for all services & products
- 3- Improved the Data Bank related for all customers & competitors
- 4- ...



Dec 2019 – May 2020

**“6 months”**

## Senior Business Consultant

**Alo Biznes – Tehran – Iran**

A “Company” located in the east of Tehran offering the following services:

- 1- Business Consultation
- 2- Finance Consultation
- 3- Training Consultation
- 4- ...

➤ **S.O.W;**

- 1- Providing wide range of Consultation Services in various fields to the wide range of Employers, Job Seekers. Entrepreneur in the wide range of Industries in various cities of Iran
- 2- Troubleshooting the Business issues which Employers were facing with
- 3- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Provided “In-person Consultation Sessions” in the provinces
- 2- Provided Online video “Consultation Sessions”
- 3- Provided Online voice “Consultation Sessions” (phone call)
- 4- ...

➤ **Achievements;**

- 1- Encouraged the CEOs concerning the “Documentation System”
- 2- Encouraged the CEOs concerning the “Effective Time Management”
- 3- Encouraged the CEOs concerning the “Written Correspondences”
- 4- Provided “Total Solutions” for “Manpower Sourcing”
- 5- Provided “Total Solutions” for “Performance Monitoring”
- 6- Provided “Total Solutions” for “Effective Manpower Productivity”
- 7- Provided “Total Solutions” for “Work Ethics”
- 8- Provided “Total Solutions” for “Business Etiquettes”
- 9- Provided “Total Solutions” for “Risk Mitigation”
- 10- Provided “Total Solutions” for “Boosting the Sales Rate”
- 11- Provided “Total Solutions” for “Keeping Up with the Services Roadmap”
- 12- Provided “Total Solutions” for “Keeping Up with the Products Roadmap”
- 13- Provided “Total Solutions” for “Keeping Up with the Customers Roadmap”
- 14- Provided “Total Solutions” for implementation of “QHSE Protocol”
- 15- ...



Nov 2019 – Dec 2019

## English Teacher

**Acadsoc – Tehran – Iran**

**“2 months”**

An “International Training Institute” located in the Philippines offering the following services:

- 1- English Learning for wide range of Customers worldwide
- **S.O.W;**
  - 1- Provided English training to the wide range of Customers online
- **Summary of Activities but Not Limited To;**
  - 1- Teaching wide range of Language Learners English online



Sep 2019 – Nov 2019

## Business Consultant & Executive Director

**Koroush Vehicle Driving School – Isfahan – Iran**

**“3 months”**

A “Driving School” located in the north of Isfahan offering services:

- 1- Theory training
- 2- Practical training
- 3- ...
- **S.O.W;**
  - 1- In charge of boosting the Marketing and performance of the Trainers
  - 2- ...
- **Summary of Activities but Not Limited To;**
  - 1- Improved the CRM protocol
  - 2- Improved the In-house & On-Job Training protocol
  - 3- Improved the Business Etiquette
  - 4- Improved the Work Ethics
  - 5- Created the “Written Procedure” in Training
  - 6- Trained the Car Driver Mentors
  - 7- ...



Jun 2019 – Sep 2019

## Sales Representative

**Amway – Davao – Philippines**

**“4 months”**

A division of “Amway” located in the north of Davao city / Philippines offering;

- 1- Organic products
- 2- ...
- **S.O.W;**
  - 1- In charge of boosting marketing & selling in the remote areas
  - 2- ...
- **Summary of Activities but Not Limited To;**
  - 1- Provided “In-person Marketing Sessions” in the provinces
  - 2- Provided “In-person Sales session” in the provinces
  - 3- ...



Dec 2018 – Jun 2019

## Business Consultant

### NextGen – Davao – Philippines

**“7 months”**

A Company named “NextGen” located in the north of Davao offering the;

- 1- Organic products
- 2- Synthetic products
- 3- ...

➤ **S.O.W;**

- 1- In charge of boosting “Business Performance” Company-wide
- 2- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Improved the CRM protocol
- 2- Improved the Advertisement protocol
- 3- Improved the Marketing protocol
- 4- Improved the In-house Training protocol for the Sales Representatives
- 5- ...



July 2018 – Dec 2018

## Business Consultant

### Summits – Coimbatore – India

**“6 months”**

An international “Manufacturer” located in the south of Coimbatore / India:

- 1- Purified Oxygen vessels
- 2- Nitrogen vessels
- 3- ...

➤ **S.O.W;**

- 1- In charge of boosting “Business Performance” Company-wide
- 2- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Improved the DCC company-wide
- 2- Training Line Managers concerning the productivity issues
- 3- ...

➤ **Achievements;**

- 1- Implemented “18:00 Daily Meeting with Line Managers” to hear any possible issues/obstacles etc to address them effectively
- 2- Encouraged the Managers concerning the “Documentation System”
- 3- Encouraged the Managers concerning the “Effective Time Management”
- 4- Encouraged the Managers concerning the “Daily Journals”
- 5- Enhanced the “Book of Code”
- 6- Provided “Total Solutions” for “Performance Monitoring”
- 7- Provided “Total Solutions” for “Effective Manpower Productivity”
- 8- Provided “Total Solutions” for “Work Ethics”
- 9- Provided “Total Solutions” for “Business Etiquettes”
- 10- Provided “Total Solutions” for “Risk Mitigation”
- 11- Provided “Total Solutions” for “Boosting the Sales Rate”
- 12- Provided “Total Solutions” for “Keeping Up with the Services Roadmap”
- 13- Provided “Total Solutions” for “Keeping Up with the Products Roadmap”
- 14- Provided “Total Solutions” for “Keeping Up with the Customers Roadmap”
- 15- Provided “Total Solutions” for implementation of “QHSE Protocol”
- 16- ...



Jan 2018 – July 2018

**“7 months”**



### **Business Consultant & Executive Director**

**Negin Vehicle Driving School – Isfahan – Iran**

A “Driving School” located in the south of Isfahan offering the services:

- 1- Theory training
- 2- Practical training
- 3- ...

➤ **S.O.W;**

- 1- In charge of boosting the Marketing and performance of the Trainers
- 2- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Improved the CRM protocol
- 2- Improved the In-house Training protocol
- 3- Improved the Practical Training protocol
- 4- Trained the Car Driver Mentors
- 5- ...

July 2017 – Jan 2018

**“7 months”**



### **Training Consultant & Senior Drilling Mentor**

**National Drilling Company – Tehran – Iran**

NDC located in the north of Tehran offering the following services:

- 1- Drilling services (Downstream)
- 2- ...

➤ **S.O.W;**

- 1- Offering “Training Consultation + Training + Mentoring” to Co personnel
- 2- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Provided Training Consultation based on the Training needs
- 2- Improved the In-house Training protocol
- 3- Improved the On-job Training protocol
- 4- Improved the Training Curriculum Syllabus
- 5- Delivered certain Training Courses to the Mentors & Students
- 6- ...

May 2017 – July 2017

**“3 months”**



### **Business Development Executive**

**Bargh Afshan Company – Isfahan – Iran**

A “Manufacturer” located in the south of Isfahan / Iran offering:

- 1- Generators
- 2- Diesel
- 3- Gen Sets
- 4- ...

➤ **S.O.W;**

- 1- In charge of boosting “Business Performance” Company-wide
- 2- Rehabilitation of the Factory’s performance
- 3- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Created & managed the Documentation System
- 2- Improved the HR & PR Protocols
- 3- ...

**May 2016 – May 2017 Business Consultant & Executive Director**

**Freelance – Tehran – Iran**

**“13 months”**

I started my own business activities in providing and rendering my services (Consultation and Operation) in the following fields But Not Limited To:

- 1- Business
- 2- Technical
- 3- Training
- 4- Documentation & DCC
- 5- Education & Immigration
- 6- Investment
- 7- ...

➤ **S.O.W;**

- 1- Rendering “Consultation Services” to the wide range of Customers nationwide over the Telephone, Video call and in-person meetings
- 2- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Rendered, delivered the topics related to Immigration based on Education
- 2- Rendered, delivered the topics related to Immigration based on Investment
- 3- Trained various entities concerning the Soft-skills and Personal Goal Plans
- 4- Trained various entities concerning the Business English & Social Etiquette
- 5- ...

➤ **Achievements;**

- 1- Encouraged the CEOs concerning the “Documentation System”
- 2- Encouraged the CEOs concerning the “Effective Time Management”
- 3- Encouraged the CEOs concerning the “Written Correspondences”
- 4- Provided “Total Solutions” for “Manpower Sourcing & Productivity”
- 5- Provided “Total Solutions” for “Business Etiquettes”
- 6- Provided “Total Solutions” for “Risk Mitigation”
- 7- Provided “Total Solutions” for “Boosting the Sales Rate”
- 8- Provided “Total Solutions” for “Keeping Up with the Services Roadmap”
- 9- Provided “Total Solutions” for “Keeping Up with the Products Roadmap”
- 10- Provided “Total Solutions” for “Keeping Up with the Customers Roadmap”
- 11- Provided “Total Solutions” for implementation of “QHSE Protocol”
- 12- ...

**BUSINESS  
CONSULTING**



**May 2015 – May 2016 English Teacher**

**Language Centre – Isfahan – Iran**

**“13 months”**

A “Langue Centre” located in the downtown of Isfahan/Iran offering services:

- 1- English Teaching for wide range of Customers (In-house)
- 2- ...

➤ **S.O.W;**

- 1- In charge of boosting “Business Performance” Company-wide
- 2- Provided English training to the wide range of Customers
- 3- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Provided Training Consultation based on the Training needs
- 2- Improved the In-house Training protocol
- 3- Improved the Training Curriculum Syllabus
- 4- Delivered certain Training Courses to the Mentors & Students
- 5- ...





Jan 2015 – May 2015 **Training Instructor**

**“5 months”**



**TeemPowers – Kuwait - Kuwait**

A “Training Institute” located in the Kuwait City offering the following services:

- 1- IT skills
- 2- Office skills
- 3- Soft skills
- 4- Business skills
- 5- ...

➤ **S.O.W;**

- 1- Delivering various Training Courses
- 2- Improving the Training Syllabus of Training courses
- 3- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Provided Training Consultation based on the Training needs
- 2- Improved the In-house Training protocol
- 3- Improved the On-job Training protocol
- 4- Improved the Training Curriculum Syllabus
- 5- Delivered certain Training Courses to the Mentors & Students
- 6- ...

Feb 2007 – Jan 2015 **Training Manager**

**“9 years”**



**Kuwait Drilling Company – Kuwait – Kuwait**

KDC located in Ahmadi/Kuwait offering the following services:

- 1- Drilling services (Downstream)
- 2- ...

➤ **S.O.W;**

- 1- In-charge of Training for KDC personnel and KOC personnel
- 2- Contribution towards HR department
- 3- Contribution towards Admin department
- 4- ...

➤ **Summary of Activities but Not Limited To;**

- 1- Adhered to the “Training Requirements” imposed by KOC
- 2- Managing the entire “Training Progress” as per the “Training Matrix”
- 3- Improved the In-house Training protocol
- 4- Improved the Training Curriculum Syllabus
- 5- ...

2006 – 2007



**Senior Tool Pusher - Onshore**

**Petrohortash Drilling Company – Khark Island – Iran**

Petrohortash located in Tehran/Iran offering the following services:

- 1- Drilling services (Downstream)
- 2- ...

➤ **S.O.W;**

- 1- In-charge of the entire operation on the Rig
- 2- ...

2006 – 2007



### Rig Supervisor - Onshore

**CNPCI Drilling Company – M.I.S – Iran**

CNPCI located in Tehran/Iran offering the following services:

- 1- Drilling services (Downstream)
  - 2- ...
- S.O.W;
- 1- Supervising and directing the entire operation on the Rig
  - 2- ...

2006 – 2007



### Assistant Rig Superintendent - Onshore

**Eni. Bv. Drilling Company – Darkhuin – Iran**

Eni. BV. Iran located in Tehran/Iran offering the following services:

- 1- Drilling services (Downstream)
  - 2- ...
- S.O.W;
- 1- Logistic for the entire need of the 3 Operational Rigs
  - 2- ...

2006 – 2007



### Drilling Instructor - Onshore

**Eni. Bv. Drilling Company – Darkhuin – Iran**

Eni. BV. Iran located in Tehran/Iran offering the following services:

- 1- Drilling services (Downstream)
  - 2- ...
- S.O.W;
- 1- Logistic for the entire need of the 3 Operational Rigs
  - 2- In-charge of entire On-job training for 23 graduated Drilling Engineer
  - 3- ...

2005 – 2006



### Safety Officer

**KCA Deutag Drilling Company – Khark Island – Iran**

KCA Deutag located in Tehran/Iran offering the following services:

- 1- Drilling services (Downstream)
  - 2- ...
- S.O.W;
- 1- In-charge of entire Safety procedure on the Rig
  - 2- Delivered the Training Courses related to QHSE
  - 3- ...

2003 – 2005



### Senior Tool Pusher - Onshore

#### Kish Oriental Oil Company – Ahwaz – Iran

KOO located in Tehran/Iran offering the following services:

- 1- Drilling services (Downstream)
  - 2- ...
- S.O.W;
- 1- In-charge of the entire operation on the Rig
  - 2- ...

1999 – 2003

Ministry of  
JUSTICE



### Interpreter and Translator

#### Ministry of Justice – Coventry – United Kingdom

- 1- Working for lawyers, Solicitors, Police .... Approved and verified Translator
- 2- Working for Majesty Court, Crown Court and House of Law
- 3- ...

1997 – 1998



### Night Tool Pusher - Offshore

#### Kavoshgaran Zharfa Drilling Company – Khark Island – Iran

K.Z located in Tehran/Iran offering the following services:

- 1- Drilling services (Downstream)
  - 2- ...
- S.O.W;
- 1- In-charge of entire Operation on the Rig during night
  - 2- ...

1995 – 1996



### Driller - Offshore

#### Kavoshgaran Zharfa Drilling Company – Khark Island – Iran

K.Z located in Tehran/Iran offering the following services:

- 1- Drilling services (Downstream)
  - 2- ...
- S.O.W;
- 1- In-charge of entire Operation on the Rig Floor
  - 2- ...

1995 – 1996

### Assistant Driller - Offshore

#### Crescent Petroleum Drilling Company – Sharjah – UAE



CPC located in Sharjah/UAE offering the following services:

- 1- Drilling services (Downstream)
  - 2- ...
- S.O.W;
- 1- Assisting Driller who is In-charge of entire Operation on the Rig Floor
  - 2- ...

1993 – 1995

### Night Tool Pusher - Onshore

#### National Iranian Drilling Company – Ahwaz – Iran



N.I.D.C located in Ahwaz/Iran offering the following services:

- 1- Drilling services (Downstream)
  - 2- ...
- S.O.W;
- 1- In-charge of entire Operation on the Rig during night
  - 2- ...

1989 – 1993

### Driller - Offshore

#### National Iranian Drilling Company – Ahwaz - Iran



- 1- Driller
- 2- Assistant Driller
- 3- Derrickman
- 4- Rigger
- 5- Assistant Mud Engineer
- 6- Roughneck
- 7- Mud Collie
- 8- Roustabout
- 9- Wash Coolie

1986 – 1988

### Sergeant

#### National Iranian Army – Tehran – Iran

##### National Iranian Army

- 1- Artillery

More elaborated details are provided in the "Personal CV" available upon your request.



1986 – 1988

## Home Appliances Technician

### Father's Workshop – Ahwaz - Iran

1- Repairing and fixing various home appliances

More elaborated details are provided in the "Personal CV" available upon your request.

Father's Workshop / Repair Shop



## EDUCATION AND TRAINING

1986 – 1988

## Drilling Engineer

### Oil University – Drilling Academy – Ahwaz - Iran

- 1- Math # 1
- 2- Math # 2
- 3- Physics # 1
- 4- Physics # 2
- 5- Geometry
- 6- Oil Reservoirs
- 7- Fluid System
- 8- Etc.

1986 – 1988

## Diploma

### High School – Ahwaz - Iran

- 1- Geology
- 2- Geometry
- 3- Natural Science
- 4- Chemistry
- 5- Physics
- 6- Math

## PERSONAL SKILLS

Mother tongue(s) Persian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING	
	Listening	Reading	Spoken interaction	Spoken production	General	Business
<b>English</b>	Advanced C2	Advanced C2	Advanced C2	Advanced C2	Advanced C2	Advanced C2
<b>Arabic</b>	Conversational	Conversational	Conversational	Conversational	Conversational	Conversational
	C1					



## Communication skills

- 1- Excellent verbal communication skills gained through my experiences
- 2- Excellent written communication skills gained through my experiences
- 3- Excellent self-control skills gained through my experiences
- 4- ...

## Organisational / managerial skills

- 1- Leadership (currently responsible for a team of 50 people)
- 2- Business Troubleshooting
- 3- Self-development
- 4- Self-integrated
- 5- ...

## Job-related skills

- 1- Excellent command of quality control processes
- 2- Excellent command in Documentation
- 3- Excellent command in managing and directing the Projects
- 4- Excellent command in Business set up, running, improving and upgrading
- 5- ...

## Computer skills

- 1- Excellent command of Microsoft Office™ tools
- 2- Fast typing skills (English, Arabic and Persian)
- 3- Photoshop – Beginner
- 4- AutoCAD 2D – Beginner
- 5- Trello – Advanced
- 6- Notion – Advanced
- 7- ...

## Other skills

- 1- Business Consultant
- 2- Technical Consultant
- 3- Training Consultant
- 4- Human Resources Director
- 5- Administration Director
- 6- Business Development Director
- 7- R & D Director
- 8- QHSE Director
- 9- General English Teacher / Mentor
- 10- Business English Teacher / Mentor
- 11- Advertisement Director
- 12- Marketing Director
- 13- Procurement Director
- 14- Quality Assurance Director
- 15- Documentation Director
- 16- Sales Director
- 17- Event / Exhibition Director
- 18- Drilling Instructor
- 19- Well Control Trainer
- 20- Project Supervisor
- 21- Company Money leakage Detector
- 22- In-house and On-job Mentor
- 23- Public Relationship Director
- 24- Country Manager
- 25- Region Manager
- 26- Etc.

## Driving licence

- 1- Light vehicle – British Driving Licence
- 2- Heavy vehicle – Iranian Driving Licence
- 3- Light vehicle – Kuwaiti Driving Licence
- 4- Light vehicle – Philippines Driving Licence
- 5- Motorbike – Iranian Driving Licence
- 6- Construction Machineries vehicles – Iranian Driving Licence
- 7- ...

## ADDITIONAL INFORMATION

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### Presentations

- 1- How to write a successful CV
- 2- How to write a Manual for a Department
- 3- How to write an Instruction Manual for a Job / Project
- 4- How to write a Promotion Plan
- 5- How to write a Business Plan
- 6- How to write a Road Map
- 7- ...

### Projects

- 1- Road Map for Customers
- 2- Road Map for Personnel
- 3- Risk Management System
- 4- Risk Assessment Procedure
- 5- ...

### Seminars

- 1- Business Rehabilitation – Private Co – Selling Car Spare Parts
- 2- Business Rehabilitation – Private Co – Losing weight by EMS Technology
- 3- Business Rehabilitation – Private Co – Providing Training Services
- 4- Business Rehabilitation – Private Co – Real Estate
- 5- Business Rehabilitation – Private Co – Car Refurbishment
- 6- Business Rehabilitation – Private Co – Selling Water Pump
- 7- Business Rehabilitation – Private Co – Selling Gen Set
- 8- How to be creative
- 9- Objectiveness Vs Subjectiveness
- 10- Documentation System
- 11- Rules & Regulations
- 12- System Hierarchy
- 13- Manpower Retention Plan
- 14- Promotion Plan
- 15- Code of Conduct
- 16- How to write a Report, Memo, ...
- 17- ...

## ANNEXES

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- 1- Personal CV
- 2- Drilling Engineer Degree
- 3- Testimonial of employment
- 4- ...