

Atieh Mohammadi

23 Camellia, Richmond -Hill, ON, L4B 4H5
(905) 882-2345
atieh@khademi.com

OBJECTIVE

Seeking for a challenging and rewarding opportunity as a **Customer Service** utilizing over 10 years of experience combined with excellent proficiency in presenting services to customers

PROFESSIONAL OVERVIEW

- 10 years of experience as a secretary and receptionist
- Excellent at documenting and filling
- Self-motivated in managing customer services
- Maximum flexibility in team working environments
- Professional communication skills including fluency in English and Farsi
- Excellent communication, organization and client management skills
- Responsible, tenacious and organized
- Computer skills: Windows Vista/XP, Microsoft Office applications(Outlook, Word, Excel), Adobe Photo Shop, Adobe Illustrator

SKILLS AND EXPERIENCES

- Managed/scheduled human resources to achieve maximum production.
- Acted as courteous and professional telephone manner and good skills as a service representative
- Performed clerical functions including filing
- Performed phone skills included taking messages as well
- Organized and arranged different files and memos on word
- Performed as a good team player in team working environments
- Performed good communication and client relation management skills
- Acted as Reliable, punctual, hard worker and organized
- Performed material handling

EMPLOYMENT HISTORY

Customer Relations Manager/Production Coordinator **Sep. 2004 – Present**
Butterfly Canada

Secretary and Customer Relation Manager **Feb. 2000 – June 2002**
Computer Graphics World

Customer Service Representative **August 1997 – Feb. 2000**
Refah Shopping Center

References Available upon Request