



Contact

 +971 56 377 0 897

 Ania.aha@gmail.com

Location: Dubai, UAE

Visa Status: UAE Residence Visa
— Self-Sponsored

Driving Licence: Valid UAE
Driving Licence

Languages

Persian: Native

English: Upper-Intermediate

Italian: Conversational

About me

Business Development professional with experience in coordination, client communication, administration, translation, and working in international environments. With a background in Graphic Design and strong communication skills in Persian, English, and Italian, I combine creativity with a practical and organized approach to business and customer relations. I am detail-oriented, adaptable, and highly motivated to build strong professional relationships and contribute to business growth. I am passionate about continuous learning, education, and personal development, and I genuinely enjoy acquiring new knowledge and developing new skills.

HANIEH ASEFI

Logistics & Operations Coordinator

PROFESSIONAL SUMMARY

Logistics and Operations professional with hands-on experience in **import coordination, shipment management, warehouse and inventory control, purchasing, supplier coordination and order processing** in the UAE. Experienced in coordinating with suppliers, warehouses, customers, head offices and relevant authorities, following up on shipment documentation, stock movements, deliveries and operational requirements. Strong organizational, communication and follow-up skills with a background in business development and administrative operations.

CORE SKILLS

Logistics & Import Coordination

Shipment & Cargo Coordination

Warehouse & Inventory Management

Purchasing & Procurement Support

Supplier & Vendor Coordination

Order & Delivery Coordination

Shipment Documentation

Stock Control & Reporting

Customer & Supplier Communication

Invoice & Delivery Note Preparation

Product Registration & Documentation

Administrative & Operations Coordination

PROFESSIONAL EXPERIENCE

SPECTRUM GLOBAL FZCO — DUBAI

BUSINESS DEVELOPMENT COORDINATOR | 2024-2026

- Coordinated internal projects and followed up on operational requirements across different teams.
- Managed communication, documentation and timelines for assigned projects.
- Coordinated with team members to ensure timely completion of business requirements.
- Supported company operations through preparation of business and marketing materials.



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Dubai, UAE

GOLDEN VECTORS FOODSTUFF TRADING L.L.C — DUBAI

Administrative & Logistics Coordinator | 2022–2023

- Coordinated import and cargo shipment processes, including follow-up with warehouses, suppliers, customers and relevant authorities.
- Coordinated with the head office and external organizations regarding import requirements, approvals, certificates and product registration.
- Managed and followed up on shipment documentation, ensuring required documents were prepared and received.
- Coordinated with warehouses regarding cargo receiving, storage, delivery and stock availability.
- Coordinated with customers and sellers regarding orders, deliveries, stock and shipment status.
- Prepared and issued Order Forms, Tax Invoices and Delivery Notes.
- Maintained warehouse inventory records and monitored stock movements.
- Followed up on documentation and process discrepancies and coordinated required corrections.
- Prepared process and shipment status reports for management.
- Coordinated with suppliers and manufacturers regarding product selection, samples, orders and import requirements.
- Supported purchasing activities including product selection, supplier communication and order coordination.
- Coordinated product registration and related documentation with relevant UAE authorities.

HIGHFIVE FOODSTUFF TRADING L.L.C — DUBAI

Purchasing & Logistics Coordinator | 2021–2022

- Monitored stock levels and warehouse inventory and maintained inventory records.
- Prepared reports regarding stock availability and inventory status.
- Coordinated product ordering and purchasing activities with suppliers.
- Arranged and followed up on shipments of imported products into the UAE.
- Coordinated storage and transportation of company inventory and goods.
- Communicated with vendors throughout the production, shipment and delivery process.
- Followed up on shipment documents and ensured required documentation was received.
- Coordinated with suppliers regarding delivery schedules and shipment status.
- Prepared and analyzed sales and inventory reports.

HIGHFIVE FOODSTUFF TRADING — GLOBAL VILLAGE, DUBAI

Sales & Cashier | 2020–2021

- Communicated with customers and promoted company products.
- Handled cash and credit transactions and processed customer payments.
- Supported daily sales and customer service operations.



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Dubai, UAE

BEAUTY SKY SERVICES L.L.C — TEHRAN

Business Development Coordinator | 2018-2020

- Coordinated sales projects between clients, designers and internal teams.
- Managed customer requirements, project documentation and contracts.
- Coordinated project requirements according to client specifications.
- Followed up on project progress, customer requests and payments.
- Coordinated marketing materials and business documentation.

RAAMTIN HOTEL — TEHRAN

Hostess / Cashier | 2017-2018

- Welcomed and assisted guests.
- Handled cash and credit transactions.
- Processed customer payments and supported daily front-of-house operations.

EARLIER EXPERIENCE

PEDRINI — TEHRAN

TRANSLATOR, SECRETARY | 2015-2016

- Coordinated communication with head office and customers
- Managed documents and data collection
- Provided Italian-English/Persian translation support

QATAR TOURISM — ATM EXHIBITION — HOSTESS

Dubai | 2015

YUGOV — INTERVIEWER

Dubai | 2014

SHOWFORCE — PROMOTER

Dubai | 2013-2014

EDUCATION

Bachelor's Degree in Graphic Design

DIGITAL and OFFICE SKILLS

Microsoft Excel · Microsoft Word · Adobe Photoshop · CorelDRAW ·

CERTIFICATIONS and COURSES

Italian Language — B1, Scuola Italiana di Tehran
Elements of AI for Business - University of Helsinki