

MARZIEH ALIZADEH

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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of your company.

WORK EXPERIENCE

Ekhlas jewellery trading, Dubai |Administrative Assista

(07/2025_09/2026)

- Maintained accurate financial records, prepared management reports, and organized company documentation.
- Supported administrative operations, meetings, enquiries, and confidential business information.

Sabah Dairy Factory | telesales specialist

(05/2024 – 06/2025)

- Managed customer needs, achieved sales targets, and maintained accurate sales records using ERP software.
- Handled client communications, gathered feedback, and supported team operations with flexibility.

KHODSAKHTE HOLDING| telesales specialist

(01/2022 – 03/2024)

- Managed customer needs, provided tailored solutions, and supported the achievement of company targets.
- Collected customer feedback, communicated insights to management, and maintained strong client relationships.

EDUCATION

Bachelors Degree in Urban Engineering

- Payame Noor University | URMIA, IRAN

KEY SKILLS

. Customer service, Time
..management,
.Communication skills

. Computer literacy,
.Microsoft word, Microsoft
.excel
.digital marketing

- Video Editing, Create
online content

. Languages

. English

. Persian

. Turkish