

PERSONAL DETAILS

Shirin Kalantar

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<https://www.linkedin.com/in/shirinkalantar/>

A highly-skilled young professional with a demonstrated working experience in retail; from business planning to implementation and developing projects.

WORK EXPERIENCE

Dec 2017- May 2019

English Home Brand of Banian Rahnamayan Donya, Iran

Brand Executive Manager

Duties included, but were not limited to:

- setting up and developing the baseline of “English Home” brand’s retail operations in Iran (products related to clothing, home and kitchen utensils;
- finalizing leasing contracts, opening and running 5 fully operating brand stores and 2 shops under construction;
- developing the brand’s procedures and handbooks for Persian market;
- training sales staff according the the brand’s standards;
- adjusting the brand’s logistics to the Iranian working environment;
- overseeing development and usage of the brand’s sales software and handling technical issues related to it;
- reporting to the BOD and English Home Partners.

July 2014 – Nov 2017

Fawaz Alhokair Fashion Retail group and Banian Co. Joint venture Company (APD), Iran

International Relations Coordinator

Duties included, but were not limited to;

- designing suitable sales and freight tracking spreadsheets for a network of 60 shops in various locations in Iran; the spreadsheets are still being used by the company to analysis and reports;
- being involved in the process of opening 60 shops in Iran;
- reporting to APD General Manager, Business partners.

Oct 2013 - June 2014

Hackett London and Rosa Clara HQs in Iran, Banian Rahnamayan Donya

Personal Assistant (Part-time) of the company's CEO

Duties included, but were not limited to:

- Supporting the CEO in his daily duties by providing administrative assistance;
- translation of Rosa Clara's website from Spanish to English;
- supporting administrative and operation teams;
- Reporting to the company's CEO.

EDUCATIONAL BACKGROUND

Bachelor of Arts (GPA 3.20)

2010 – 2014 Allameh Tabataba'i University- Tehran

Mathematical Sciences Pre-University Diploma

2008-2009 Tahereh Private School-Tehran

Mathematical Sciences Diploma

2006-2008 Edalat public School-Tehran

ADDITIONAL SKILLS

Languages:

- Persian (Farsi) - Native
- English - Proficient

- Spanish - Proficient

Computer skills:

- EXCEL - Expert
- POWERPOINT - Expert
- WORD - Proficient
- PHOTOSHOP - Competent
- PREMIERE - Competent

Driving Licence - Category B

References:

Mr. Arash Shahsavarani- President and Founder of Banian Co. Mob IRN: +98 912 106 96 16/
Mob SPN: +34 661 588 588 Email: arash@banianco.com/ arash@apa-fashion.com

Dr. Najmeh Shobeiri Head of Department of Spanish Language at Allameh Tabataba'i University
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