

Somayeh Toloo

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Canada.

SKILLS

- Intermediate in Microsoft PowerPoint
- Intermediate in Microsoft Excel
- Advanced in Microsoft Word
- Basic in Microsoft Access
- Basic in Microsoft Outlook

Job experience

- 2021-2022: CEO, Saman Safar Tajik Iran Travel Agency
- 2014-2022: Executive Assistant, Hamrah Kousha Kish Airport Services Company
- 2013-2015: Administrative, Andisheh Khelegh Jahane Azmoon Institute
- 2011-2012= Administrative, Tehran Greater Command Headquarters
- 2009-2010= Administrative, Gazar Plastic Industries Company
- 2007-2008: Administrative, Nikan Plastic Company
- 2003-2006= Operator, Cruise Industrial Manufacturing Company

EDUCATION

**Bachelor's Degree in Aircraft
Maintenance Engineering (In
Progress) - Since 2016**

**Associate Degree in English
Translation - 2006**

COURSES AND CERTIFICATIONS

2019: TUV NORD Train the Trainer

- Duration: 16 hours

2019: Iran Air Passenger Services-Live Animal Regulation-Load Control

- Duration: 16 to 24 hours

2018: Quality Assurance Lia (QAL) Training: Heads of Directors' Offices - Principles of Negotiating Meetings with Foreign Parties

- Duration: 16 to 24 hours

2018: Quality Assurance Lia (QAL) Training: Principles of International Business Correspondence - Principles of Administrative Baccalaureate

- Duration: 16 to 24 hours

2018: Quality Assurance Lia (QAL) Training: Identification of Hazards and Risk Assessment, Description of Requirements, and Documentation of Safety Management System - GROUND SAFETY

- Duration: 16 to 24 hours

2018: Quality Assurance Lia (QAL) Training: Safety Management System (SMS) - Safety Management System (SMS)

- Duration: 16 to 24 hours

2018: Quality Assurance Lia (QAL) Training: Internal Audit Based on Quality Management System

- Duration: 16 to 24 hours

2017: Full Proficiency in Office Automation, Archiving, and Company Secretary's Office - Email - Fax - Pargah - Without Certificate

- Duration: Varies (Each course duration is 120 hours)

2011: KOSHA KISH - Customer Services - Emergency Response Plan (ERP) - Passenger Services

-Duration: 16 hours

Certified in eyelash lift and extension and laser machine operator certificate