
Curriculum Vitae

Personal information

First name/Surname **Mahdi Khaleghi**
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Nationality Iranian



Education

1992-1998 Secondary Technical & Vocational and Technical School
(Auto mechanics)
1998-1999 Pre-University Center Certificate in Humanities Science
1999-2003 B.A. English Literature, Islamic Azad University, Rudehen
Branch, Iran
2019-2021 M.A. English Teaching and Linguistics, Payame- Noor
University, Rasht , Iran

Professional experience

2015-Present Iranian Weightlifting Federation
International Affairs Manager

I am playing leadership role in performing, coordinating and organizing national and international protocol affairs, meetings and championships. As a primary contact of the federation, I am responsible for international communication and multiple administrative tasks. I have key role in identifying and resolving business, facility, HR and management issues.

As a front-line member of the organization I liaise with sport representatives and attend events worldwide. I have to handle and prioritize multiple areas and projects simultaneously, which requiring strong working interpersonal and cross functional relationship.

My responsibilities are to provide technical, country-specific facilities, accommodations, visa applications , hotel reservations and flight tickets for each team members, and demonstrate high quality execution. During decision making I always put focus on high attention to details and accuracy, in compliance with applicable regulations. I developed collaborative relationship within the sport industry.

I hold Category One International Referee license in weightlifting sport. I have participated in many national, international , Asian and World Weightlifting Championships as well as Asian Games as Referee , Speaker of competition , interpreter , IT system user as well as organizer of competitions.

I hold national coaching license in weightlifting sport .I have managed running and organizing national and international sport events .

2006-2015**Asian Weightlifting Federation***Secretariat Manager*

I had a wide range of responsibilities in communication and organization Asian-, national- and international championships and preparation for Olympic Games and Asian events, as a supervisor. Based on my experiences with word processing, spreadsheets and databases, I was responsible for social media, editing-, translating news, magazines, managing website of federation, bulletins, creating agendas and publications for the athletes and officials of the federation. My multitasking job included international interpretation, organization of seminars, congresses, committee meetings and attending events worldwide. I was responsible for travelling affairs, preparing tickets, hotel booking , visa affairs and so on .

My responsibilities were very diversified and required high attention to detail and accuracy. In compliance with country regulations I had to adapt to different circumstances and I always had to demonstrate high quality. I used to be official speaker and referee at the international sport events held in many countries around the world.

2012-2015**Samiee Commercial Company (Part-time job)**

Arranging puncher order , communicating with foreign companies , doing correspondences , preparing packing list , proforma-invoice and invoice , certificate of origin etc . Contacting with customs and customs office clerks to release the goods and shipment .

2015-Present
Tourism Agency**Tour Package & Visa Expert at Ofogh Ghasht Travel &**

Preparing required documents for visa applicants , filling in visa forms , arranging translation of documents and doing validation of documents , providing flight tickets for customers , scheduling visa appointment via embassies and visa application centers for applicants , doing correspondences and sending emails to embassies , making administrative arrangements , collecting all documents required for visa customers , booking accommodation and hotel for passengers and so on . My job in this area is diversified and includes all the affairs related to travel and tourism .

2006-Present**English Teacher (Part Time)**

Private English teaching for children and students
Teaching in Iran Mehr Institute : Tehran , Iran
Giving English lessons to Iranian referees , coaches and officials in Iranian Weightlifting Federation
Teaching English Online During Covid-19

2003-Present
Persian)**Safir Translation Office (Persian to English & English to**

Professional development

Administration: 16 years

Interpretation and translation (English, Persian): 15 years

Teaching (English): 14 years

HR: 2 years

Translation : 15 Years

Technical Experience: (Mechanics & Electricity) , 2 years

Computer experience

MS Word, MS Excel, MS Access, MS PowerPoint, Internet

Technical Skill Certificates

I took the following skill certificates from Iran Vocational & Technical Organization

- Building Electricity/Electrician , Duration of training course & Workshop: 784 hrs , Nov 2008

-Industrial Electrician (Electro-technics) , Duration of training course & Workshop :1238 hrs , Nov 2009

-Repair & Maintenance of home and business cooling systems , Duration of training course & Workshop 600 hrs , Sep 2007

-PLC-Core-Logo , May 2010

Language skills

Native: Persian

Fluent: English

Intermediate: Arabic

Basic: French, Spanish

Intermediate : Turkish

Sport Certificates :

- National Category One Coaching license in weightlifting sport
- International Category One Referee License in Weightlifting Sport
- Different participation certificates from international sport events as Official and referee

Education & Research Certificates :

- Taking part in International conferences on education, science, research and development

Other Skills :

Teamwork , Management , Problem-Solving , Strong communication and coordination , Time-management ,Organizational skills ,Administrative skills ,Decision-making, Verbal expertise at workplace ,Customer Service ,etc.

Mahdi Khaleghi