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| flor nazariSacramento, Tel:(650)-660-4488flornazari4@gmail.com [www.linkedin.com/in/flornazari](http://www.linkedin.com/in/flornazari) |
| Enthusiastic and highly motivated in overseeing long-term projects from receiving / placing orders through to delivery, liaising with governmental and business departments, ensuring successful operations of diverse businesses with more than 10 years’ experience in a large Import/export trading company as a Lead. |

# Experience

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| Jan 2008 – Aug 2019Import-Export Specialist, Modalal GROUP (Agricultural business)* Ensuring all shipping documents are in compliance with customs rules and regulations.
* Categorized shipments according to a tariff coding system.
* Managing inventory to ensure adequate stock.
* Providing freights quotes and estimated delivery dates.
* Responsible for the movement of merchandise and /or material in/out of the country in compliance with federal, state and local regulations.
* Generates relevant documents to facilitate shipments such as matching sales orders/ customer purchase orders and shipping due dates with corresponding shipping documents such as requires certificates i.e. Phyto and Fumigation certificate, packing list, commercial invoice, claims certificates, airway bill and seaway bills/ as appropriate.
* checking Import Permits from customers and verify requirements are being met.
* Scheduling with Inspectors to provide relevant Phyto and other inspection certificates in a timely manner once the orders are picked and packed.
* Tracks the location of the shipment and provides update on a regular basis, daily/ weekly till shipment has been delivered.
* Provides confirmation of shipping information and tracking numbers for inbound and outbound shipments using different vendor and carrier portals.
* Monitor and complete paperwork and monetary transactions associated with international distribution in a timely manner. Review commercial invoices and turn over to finance for payments, as soon as shipment has been delivered to customer.
* Processing and submitting supplier claim for discrepancies in shipments.
* Calculating Lay times and detentions (demurrage & dispatch) by GENCON agreement.
* Provides regular reports and summaries of shipments such as KPI and business growth.
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| Jan 2004- jan 2008Import- Export Coordinator, Siemens* Updating a logistics system daily to better assist customers with their shipments to reduce over 60% of phone calls.
* Managing high-volume of emails and telephone communication daily.
* Managing liaison with suppliers and origin stations.
* Liaising with different departments within the company to facilitate shipments.
* Managing quality control by ensuring that all shipped orders are in working condition.
* Managing freight forwarding activity for both import and export business process.
* Determined and filed with correct HTS codes and monitored all logistic activities.
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# Education

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| Bsc in Biologyuniversity of Tehran |
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# Skills

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| * Organizational skills (prioritize work, meet deadlines, achieve goals and perform several tasks concurrently)
* Understanding of Financial concepts.
* Proficient in MS Office.
 | * Computer literate, quick learner
* Knowledge of SAP(ERP) and GAFTA
* Experience or exposure to Agri-business activities and transactions.
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# certificates

### Accounting principles - January 2008

### Anti-Corruption In-person training in Siemens- June 2008 (This course regarding the Siemens anti-corruption standards, specific policies and procedures, which is designed for all relevant managers and employees.)

### IT landscape for finance in Siemens- May 2006 (IT applications used in financial management processes at Siemens and major IP applications for accounting as sources of information for planning, reporting and financial disclosure.)

### General principles of organization and management in Siemens- May 2008

### Business Communication course- June 2008

### Import & Export Management course - December 2007

### Learning Data Analytics course in LinkedIn- March 2020

### SAP (Enterprise Resource Planning) course in Udemy – April 2020