

# REZA SHOKOUFI

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## Professional Profile

### MBA/Financial Training ~ Entrepreneur

Seeking an opportunity in Administration or Financial Department that will utilize my broad business expertise, exceptional leadership skills, along with my MBA and Financial Training. Highly adaptable and pro-active strategic thinker. Able to execute productive analysis, plans, and recommendations for improving operations and financial results through keen business insight and integrity. Independent self-starter that also excels at leading teams, providing the motivation and direction to drive excellence with a reputation for forming productive relationships at all levels. Multilingual with fluency in English, Farsi, and French. U.S. Citizen and willing to relocate.

## Professional Highlights

### Management

Over 15 years of managerial experience in both operations and sales. Managed groups ranging from 20 to over 150 people. Duties also included human resources, purchasing, and facilities:

- Oversaw the initial build-out on all facilities and hiring of all personnel related to running one of the largest oil fields projects in history
- Initiate and enforce policies and procedures
- Managed inventory, contracts, and invoices
- Worked with executives and project managers
- Founded a car service company and responsible for full operations, including driver's assignments, maintenance, and finances
- Experience in oil and gas, electronics, retail and transportation industries

### Financial Training

Extensive experience in financial and cash flow management through higher education and work experience:

- MBA from Tehran University
- Professional Certificate in Finance from University of California-San Diego. Completed 40 credits with a 4.0 GPA.
- Administrative Deputy for the Azadegan Oil Field (\$2 billion oil field project) and responsible for facilities annual budget:
  - Created annual financial forecast
  - Generated 5% of cost savings
  - Responsible for building and managing all facilities since inception of project.
- Owns and manages a profitable car service company for over 7 years. Conducts all financial analysis and transactions.

## Experience

### Executive Manager:

#### CALL N FLY

**2012-Present**  
**San Diego, CA**

*Car service company serving the San Diego area*

- Responsible for maintaining company financial records, monthly billing, time tracking, A/P, A/R and payroll.
- Ensure compliance with all federal, state and payroll taxes.
- Hire, train and oversee drivers to ensure safe and comfortable transportation for customers providing consistent exceptional customer service. Coordinate driver's schedules to meet the transportation needs of our customers.
- Six months after inception, company has maintained consistent profitability

### Administrative Deputy and Camp Manager

#### CHINESE NATIONAL PETROLEUM COMPANY (CNPC) (2011-2012) PETROIRAN (2008-2011)

**2008-2012**  
**Azadegan, Iran**

*Petrolran is an oil and gas company based in Tehran, Iran. Petrolran is a subsidiary of Naftiran Intertrade, a part of the National Iranian Oil Company. In 2008, Petrolran started the \$2B project in Azadegan, Iran – one of the largest oil fields projects in history. In 2011, CNPC (the government-owned oil field parent company of publicly listed PetroChina a national oil and gas corporation of China) bought the oil field from Petrolran.*

- Managed a staff of over 150 employees, contractors, and subcontractors across eight (8) separate departments in the oil field project since inception
- Coordinated the initial build-out on all facilities and hiring of all personnel related to running the \$2B oil field camp

- Financial responsibilities included created and executed annual budgeting and monthly reporting for the oil field; researched variance and reported accounting discrepancies; managed inventory, contracts, and invoices; liaison for all financial inquiries and provided senior management recommendations; maintained accurate financial records and analysis for both internal and external customers; and conducted internal audits on wages, contractors' invoices, etc.
- Generated 5% cost savings for facilities annual budget through negotiating better pricing and removing duplication in costs.
- Oversaw staff recruitment, selection and training for all facilities operations (engineering services, security, maintenance, catering, housekeeping, administrative staff, etc); promoted staff and leadership development by creating an infrastructure designed to enable employees to easily understand their roles; communicated expectations for success combined with an infrastructure designed to monitor and evaluate employees work; provided coaching, counseling and disciplinary action when necessary to insure policies and procedures were being followed.

### Administrative Coordinator

2004-2008

#### ENERGY INDUSTRIES ENGINEERING AND DESIGN COMPANY (EIED)

South Pars Field, Iran

*EIED is an oil and gas company based in Tehran, Iran. The South Pars Field is the world's largest natural gas field located in the Persian Gulf and shared between Qatar and Iran.*

- Supported Administrative Deputy on managing the staff and facilities in South Pars Gas Field
- Assisted with annual budget review and worked with other departments to gather data to help create budget
- Ordered inventory, managed invoices and contracts, and ensured paperwork was properly secured and stored
- Promoted staff and leadership development through communication of job expectations, planning, monitoring, and staff evaluations, coaching, counseling, and disciplining employees; initiated and enforced policies and procedures

### Regional Sales Manager

2002-2004

#### POOMAR COMPANY

Tehran, Iran

*Poomar is a distribution company for office equipment based in Iran*

- Responsible for three (3) regions in Iran and a sales team of over 20 people
- Worked with sales team on monthly and annual goals; recruited, trained and coached team members; and re-assigned members into different territories when necessary
- Team consistently made or exceeded annual goals

### Production Manager

1998-2002

#### FARATEL COMPANY

Tehran, Iran

*Faratel is an electronics company based in Iran*

- Directed personnel and processes in design and production department (products included Uninterruptible Power Supply (UPS), audio and video systems, lab measurement systems, automatic voltage regulators, etc.)
- Supervised processes to ensure efficiency and on-time production
- Monitored compliance with regulatory, industry, quality and company requirements

## Education and Training

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#### Professional Certificate in Finance

2018-2019

University of California San Diego, GPA: 4.0

San Diego, CA

#### Master of Business Administration (MBA)

2008-2010

Tehran Azad University, GPA: 3.4

#### Bachelor of Science in Industrial Management (B.S.)

1994-1998

Tehran Azad University, GPA: 3.7

## Additional

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- Proficient in Microsoft Office Suite – Advanced Excel
- Trilingual: English, Farsi, French