



Maryam Hedayati-Monfared

9, Rue Jean Carrette
Dottignies - 7711
+32 4 77 51 86 52

PROFIL

PROFILE

Ambitious, with extensive experience working with a law firm and in particular in the field of refugees. My analytical mind is adapted to research and documentation in order to best help people in need. I am also able to offer clear and concise information. Autonomous, energetic and endowed with a great capacity for learning, I feel ready to train myself every day to become more and more competent in my field.

EXPERIENCE

❖ Sworn translator and interpreter at the SPF court - 08/2005 - current

Translation of documents, contact with refugees to support them in their procedures, legal and medical interpretation

❖ Deputy director at AutoCindy - Mouscron - 07/2001

Reception and coordination of suppliers and customers.

❖ Accountant - Louis De Poortere - 01/2000

❖ Accountant - Pimkie France - 11/1998

❖ Accountant - LOXAM in Lille - 09/1997

❖ Accountant - DEMACOMPTA in Mouscron - 07/1997

Write accounting reports concerning cash flow (expenses, losses and profiles), manage the financial platform and customer relations.

❖ Night light - EHPAD in Vence - 07 / 1988-92

Support the elderly

❖ Accountant - Siemens - 06/1981

Analyzes of service documents in order to control their distribution, storage and accounting.

EDUCATION

❖ UMONS 2021 university certificate

❖ Bachelor in accounting at LILLE - 1999

❖ BAC +2 in civil law - Nice - 1985

❖ BTS in accounting in Iran - 1983

SKILLS

Budget and finance, project management, team liaison, high personal motivation, extremely organized, data management, excellent oral communication skills. Experience in migration law, mastery of IT and telephone tools.

Languages: French - Farsi - Dari - notions in Dutch and English

Software: Excel, Word, Expert, Power point