



Pegah Manavi

Retail/office/cafe assistant

📍 London, UK

✔ Pegah is **Available to work**

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Work Preference

Location: Not looking to relocate

Pattern: Open to Part-time work

Employment: Hourly Consulting, Permanent Positions

Skills

Customer Service (Advanced)

Organization Skills (Advanced)

Teamwork (Advanced)

Interpersonal Communication (Advanced)

Administration (Intermediate)

Microsoft Word (Intermediate)

Languages

German (Basic)

English (Fluent)

Arabic (Basic)

Persian (Fluent)

About

Dedicated student with experience in office work running an in-house legal department and a medical office, with great dedication to research and critical problem solving, able to connect and socialise with people of every situation and background, eager to provide an efficient work space while learning and expanding knowledge.

BRANDS WORKED WITH

Apadana Steels Co.

Danaye Manavi

Dragoma Translation

Kolbe Afarinesh Fekr

Experience

● Legal Advisor

Apadana Steels Co. | Sep 2020 - Aug 2022

● Translator and Supervisor

Dragoma Translation | Jan 2018 - Jun 2019

(freelance) Dragoma Translation - tehran, tehran

- Translated essays and documentaries from English to Persian and vice versa effectively.

- Reviewed submitted translations, proofreading to spot and correct errors in punctuation, grammar and word choice.

- Researched subject-specific phraseology to determine optimal translation.

- Trained junior translators on translation tools to increase translation quality.

- Managed team of 15 junior translators with 80% proficiency.

● Administrative Assistant

Danaye Manavi | Sep 2017 - May 2020

● Pre-school Teacher and Assistant

Kolbe Afarinesh Fekr | Sep 2017 - Sep 2019