



Ehsan Maraei

Website Administrator & Public Relations Manager

Marital Status: Married

Military Service: Served

I am an energetic, creative, and results-oriented professional with a strong focus on teamwork, building professional relationships, and creating value. I constantly seek challenges that push the boundaries of my abilities, believing that true growth happens when we step beyond our comfort zones.

“Success is not a destination, but an endless journey.” Guided by this belief, I continuously strive to learn, evolve,

Contact

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Tehran, Iran



Skills

Adobe Photoshop	80%
Media Relations	80%
Communication Strategy	80%
Crisis Management	80%
Adobe Systems Adobe Premiere Pro	40%
Social Media Management	80%
Event Planning	60%
Internal Communications	80%
Brand Management	60%
Photography & Videography	60%
WordPress	80%
Microsoft Office	80%
Quality Control	60%



Social Network



linkedin.com/in/ehsanmaraei



Education

Bachelor of Management

Branch: Business Management

Iran



Work Experience

Public Relations Officer, Website & Social Media Manager

Bonyad Beton Iran Holding

Tehran, Iran

2025 - Present

Tasks and Achievements

- Managed all public relations and branding activities
- Designed and maintained the company website
- Produced visual content and built a complete archive of all projects
- Conducted SEO audits and improved website performance
- Organized and participated in conferences, gatherings, and meetings
- Enhanced company website and social media presence

Website Administrator & Technical Support

Ejade Mohit Holding

Tehran, Iran

2025 - Present

Tasks and Achievements

- Designed, managed, and updated the company website
- Handled troubleshooting, maintenance, and content uploads

Website Administrator & Support Specialist

Sakht Azma Co.

Tehran, Iran

2025 - Present

Tasks and Achievements

- Handled website structure adjustments and content management
- Fixed technical issues and ensured smooth functionality

Public Relations & Website Manager, Advertising & Social Media

Sakht Azma Co.

Tehran, Iran

October 2023 - March 2025

Tasks and Achievements

- Photography, videography, and content creation for website and social media
- Organized conferences, meetings, and corporate events
- Website design and content management
- Enhanced online presence and brand visibility
- Developed promotional and visual materials
- Organized motivational and cultural activities for staff
- Resolved communication issues between departments

Advertising & Social Media Manager

Ecell Co.

Tehran, Iran

January 2022 - October 2022

Tasks and Achievements

- Managed all outdoor advertising campaigns (billboards, banners, etc.)
- Oversaw employee engagement and motivational programs
- Supervised social media strategy and content
- Participated in creative brainstorming sessions to enhance team morale

Advertising & Digital Marketing Specialist

Dejpaad Co.

Tehran, Iran

July 2022 - March 2023

Tasks and Achievements

- Managed company advertising operations
- Conducted photography, filming, and editing of training videos
- Designed website and performed initial SEO setup
- Produced visual content and managed social media platforms

Human Resources Specialist

Chargoon Co.

Tehran, Iran

February 2022 - July 2022

Tasks and Achievements

- Provided HR software support
- Followed up on administrative correspondences and documentation

Social Media Supervisor

Ronix Co.

Tehran, Iran

June 2021 - March 2022

Tasks and Achievements

- Promoted from Social Media Specialist to Team Supervisor
- Managed multilingual social media accounts (Spanish, English, Arabic, German, etc.)
- Executed digital advertising campaigns
- Developed content calendars and marketing strategies

Call center supervisor

Bime Salamat Iran

Tehran, Iran

February 2020 - June 2021

Tasks and Achievements

- Supervised medical staff handling public COVID-19 inquiries
- Scheduled shifts for doctors and nurses
- Monitored team performance and ensured service quality
- Conducted training sessions to improve response efficiency

Customer Service Specialist → Training Manager → Operations Supervisor

Safir Abi Aram Co.

Tehran, Iran

April 2015 - June 2021

Tasks and Achievements

- Managed banking and corporate service projects (Bank Ayandeh, Bank Melli, Snapp, Tapsi, etc.)
- Led quality control and training departments
- Scheduled staff shifts and held meetings with clients
- Conducted call audits and feedback sessions
- Designed and implemented staff training programs

Teacher

Montazeran Ghaem Non-Profit School

Tehran, Iran

September 2015 - June 2016

Website Administrator

Ayandehsazan Co.

Tehran, Iran

April 2014 - March 2015

Tasks and Achievements

- Managed company website design, maintenance, and content uploads



References

Mr Pajum

IT Manager

h.pajum@gmail.com



Certificates

Conflict Management

June 2016

Supervisory Principles

September 2016

Time Management

October 2017

5S Management

November 2017

Information Security

May 2020

Management & Leadership

April 2021



Custom Section Title

Final Statement

Throughout my career, from specialist to managerial roles, I have strived to share my knowledge and experience while fostering an environment of learning and growth.

“If you want to go fast, go alone. If you want to go far, go together.”

That is why I strongly believe in teamwork, collaborative leadership, and cultivating a culture built on trust and motivation.

My vision is to help create a world where ideas become actions, talents are nurtured, and shared values lead to sustainable success.

I believe there are no limits to growth — the greatest asset any person can have is a mind that never stops learning.