



# SAMIRA KHADEM

Office Manager

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**A:** In den Alboingärten 23  
12103 Berlin

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## PROFILE

I am an experienced office manager supporting medium-sized companies and start-ups with my talent in project coordination ,management and financial coordination.

## EXPERIENCE

### Freelance Bookkeeper

**June 2024 –present** Berlin / Germany

- Invoice request and coordination.
- Financial archiving with Lex Office.
- Monthly calculation and reporting of input tax via Elster;
- Invoice creation
- Preparation and transmission of invoices to clients
- Annual preparation of the tax return for the tax consultant
- General controlling of the client's finances
- Communication regarding finances with the entire team
- Working together with the tax consultant for yearly reports

**Ippolito Fleitz Group**  
**Architecture Company**  
Studio Coordinator

**January 2023 –December 2023** Berlin / Germany

- Executive assistant to the Studio Director, planning trips and organizing travel costs
- Supporting the designers and the team in the studio
- Monitoring the workflow of the studio and attending meetings with senior management
- Planning and organizing team events and studio visits
- Ordering the office supply for the studio
- Taking care of the maintenance of the building
- Processing and archiving invoices and receipts and preparing the report for accounting
- Organizing fairs and exhibitions including related correspondence.

**Peach Berlin GmbH**  
**Creative Agency**  
Office Manager

**July 2022 – December 2022** Berlin / Germany

- Direct contact to the CEO
- Supervising and monitoring the work flow of the office
- Reporting to directors and attending meetings with senior management
- Supporting the production team during on-location shootings, productions and events
- Invoice handling for each project and management of office budgets
- implementing and maintaining procedures/office administrative systems

**E.S.E.L. KG – Museumsquartier**  
**Artists Information Platform**  
Administrative coordinator

**October-December 2021** Vienna/Austria

- Administrative coordination of the internal activities of the organization
- Co-curating and organization of exhibitions
- Attending creative meetings with the art director

**Advertising Agency Robert Hermann**  
Finance coordinator

**2019 – 2020** Vienna/Austria

- Organizing incoming and outgoing invoices
- Archiving documents related to the projects of the company

**Stefan Loose Travel Handbücher**  
Travel Guide Book Freelancer

**2018 – 2019** Tehran/Iran

- Working with the editorial team providing research for Iranian art, history, culture, information on hotels and gastronomy as well as tour providers

**Aknoon Holding, Deegar Platform**  
**Artist Platform**  
Program & Project Coordinator

**2016 – 2017** Tehran/Iran

- Program coordination and executive management for art and culture related projects
- Marketing campaigns for artists and musicians
- Organization of exhibitions and openings
- Hosting educational-cultural programs in the platform
- Hosting workshops, panel discussions, studio visits and exhibitions

**Aknoon Holding, Headoffice**  
Office Coordinator

**2014 – 2016** Tehran/Iran

- Coordination of production projects for the CEO
- Technical evaluation of project submissions
- Administrative tasks for different departments of the holding, such as book publication, music production, film and theater production
- Implementation of a new system for the technical library renting process

**Aknoon Holding, Mohsen Gallery**  
Book Shop & Gift Shop Manager

**2013 – 2014** Tehran/Iran

- Creating and executing events for the purpose of promotion of the gift shop
- Responsible for inventory and accounting, consultation and sale of art objects, paintings and books

**Mosallas Publication Book Store**  
Sales & Shop Manager

**2010 – 2013** Tehran/Iran

- Responsible of the inventory and accounting.
- Keeping the record of daily sales and monthly reports.
- Responsible for the events such as talks with authors, reading session, book premiers, reading days for children, music nights on special event and script readings.

**Iran Archery Federation**  
Event Coordinator,  
Management assistant

**2009 – 2010** Tehran/Iran

- Organization and event management for national and international competitions in archery

## EDUCATION

**Bachelor of Arts**  
**2001 – 2005**

Traditional Handicrafts  
Sooreh University  
Tehran/Iran

**High School Diploma**  
**1998- 2001**

Focus on natural  
science  
Ebne-Sina High School  
Karaj/Iran

## CERTIFICATES

**2020**

Automated Software Testing  
(Code Factory - Vienna)

**2017**

Digital Marketing  
(Digital Marketing Academy,  
IQS Academy)

**2016**

Tehran Art Management  
Program  
(Dars platform, Khalaagh  
Consulting Group)

**2016**

Arts Management Workshop  
(Khalaagh Consulting Group)

Event Management Workshop  
(Khalaagh Consulting Group)

Service Design Workshop  
(Khalaagh Consulting Group)

Teamwork Workshop  
(Khalaagh Consulting Group)

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## Languages

Persian: Native  
Turkish: Native  
English: Business fluent  
German: C1

## Computer Skills

MS Office: Extraordinary  
Photoshop: Basic  
Google work space  
Slack / Teams