



Sepideh Rahimdoust

Event Manager

DoB: 1988-09-21

Marital Status: Single

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Profile Summary

Event Management, Public Relations, Administrative & Legal Affairs professional with 18 years of proven experience. Strong expertise in time management, budgeting, resource coordination, public relations, and professional communication. Highly capable of working under pressure, managing multiple priorities simultaneously, and delivering tasks within tight deadlines. Experienced in liaising with government offices and organizations, drafting official correspondence and legal documents, handling contractual matters, negotiating and managing agreements with contractors, and overseeing payment processes.

Certified Personal Trainer specializing in Bodybuilding and Functional Fitness, with international certification as an ERT-Pump Coach.



Work Experience

■ Event Manager

Aseh Group

Tehran, Iran

May 2022 - September 2025

Tasks and Achievements

- Managing and organizing more than 5 major events annually, including specialized exhibitions, conferences, and seminars, in line with industry standards and organizational identity.
- Conducting industry benchmarking and preparing presentation briefs aligned with organizational objectives and brand identity.
- Planning and managing event budgets, including cost estimation, resource allocation, and expense control.
- Establishing and maintaining strong relationships with suppliers, service providers, and industry partners.
- Overseeing all aspects of event execution, including venue selection, logistics, scheduling, and coordination with suppliers and contractors to ensure effective communication and smooth operations.
- Analyzing and evaluating event outcomes to measure effectiveness, identify areas for improvement, and enhance future event performance.

■ Marketing Specialist / Executive Manager

Sobahi Group

Tehran, Iran

Mordad 2009 - Azar 2021

Tasks and Achievements

13 years of professional collaboration with Sobahi Group in the following roles:

- Public Relations Specialist
- Executive Manager's Assistant
- Marketing Specialist
- Contract Specialist
- Advertising Design and Implementation Specialist
- Brand and Advertising Specialist

■ Internal Manager Assistant

ACT Club

Tehran, Iran

Azar 2016 - Azar 2019

Tasks and Achievements

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Fitness & Training Experience

- Conducting Aerofit fitness classes
- Training and instructing participants in the proper use of fitness equipment



Education

■ Associate in Computer Hardware

Branch: Hardware

Institute/University: University of Applied Science and Technology

Bandar-e Anzali, Gilan, Iran

January 2006 - June 2008

GPA: ۱۶

■ Master of MBA

Branch: Marketing

Institute/University: University of Tehran

Tehran, Iran

May 2024 - December 2025

GPA: ۱۹



Skills

- ◆ Event Planning
- ◆ Project Management and Contract Affairs
- ◆ Purchasing and Procurement
- ◆ Teamwork
- ◆ Budget Management
- ◆ Public Speaking and Eloquence
- ◆ Flexibility in Difficult Work Conditions



Language

■ English : B2



Certificates

■ Sales and Marketing Management by Dr. Alavi

Institute: Mahan Institute of Higher Education

Mehr 2016

■ **Organizational Behavior**

Institute: Mahan Institute of Higher Education

Farvardin 2017

■ **New and Practical Management Skills – Instructor: Dr. Farzipour**

Institute: Bahar Institute of Higher Education

October 2022

■ **Principles of Bodybuilding Exercise Programming**

Institute: Paroshat

Khordad 2023

■ **Principles of Functional Training for Professional Trainers**

Institute: Vertex Fitness

February 2023

■ **International ERT-PUMP Coaching**

Institute: Vertex Fitness

June 2023

■ **Practical Workshop on Exercise Systems in Bodybuilding**

Institute: Paroshat

June 2023

■ **Practical and In-Person Workshop ERTPUMP8**

Institute: Vertex Fitness

September 2023

■ **Practical and In-Person Workshop ERTPUMP9**

Institute: Vertex Fitness

December 2023

■ **Specialized Workshop on Functional Exercise Design**

Institute: Kharazmi University Tehran Physical Education Department in collaboration with Paroshat Company

September 2024

■ **Practical and In-Person Workshop ERTPUMP10**

Institute: Vertex Fitness

May 2025

■ **Workshop on Nutrition Education in Sports**

Institute: Nutrition Academy, Science and Techniques of Vanak

September 2024

■ **Anatomy Education Course in Bodybuilding**

Institute: Kharazmi University Physical Education Department (Qom City)

October 2025

■ Practical Workshop and Coaching Course ERTPUMP12

Institute: Vertex Fitness in collaboration with Paroshat Company

December 2025

■ Webinar on Strength and Fitness Exercise Programming

Institute: Mr. Bahador Cham and Dr. Mohammad Ali Pirani Instructors

November 2026



Projects

- Planning and managing international events such as Agrofood exhibitions, construction industry, Iran Pharma, rubber and tire, Iran Plast, confectionery and chocolate, Dubai Gulf Food, Iraq Gulf Food.
- Coordination and management of conferences and seminars.



Honors

- Electronic Content Production Festival / First Place (Game Design - Student) of the year.
2003
- Electronic Content Production Festival / First Place (University Entrance Exam Design - Instructor).
2003