

## Contact:

Location: Rotterdam/NL

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ZZZP (KVK registered)

## Education:

- **Sales & Business Development Certificate (NL)** Aug 2023- Nov 2023
- **Business Administration (DBA)** Iran 2017-2019
- **International Law (MA)** Iran 2007-2009
- **Law (BA)** Iran 2001-2004

## Language:

- **English:** Fluent
- **Dutch:** A2 (Learning)
- **Farsi:** Native

## Professional Skills

### 1. Contract Management

- **Negotiation** Support
- **Role creating** and **WTBD** Monitoring in **Contract Lifecycle**
- **Risk Assessment** and Mitigation
- **Regulatory** Compliance
- Documentation, **Reporting**
- Contract Termination and Force Majeure
- Cancellation Compensation

### 2. Project Management Support

- **Project Planning** Assistance
- Documentation Management
- **Communication** Coordination
- **Task Tracking**, Monitoring and Reporting
- Resource and **Cost** Management
- Strategic **Decision-Making**
- Quality Assurance (**QA**)
- Stakeholder Engagement

### 3. Business Operations Consultancy

- Business **Operational** Assessment
- Process Improvement (**SWOT**)
- Strategic Planning
- **Process** Optimization
- **Administrative** Support and Event Planning
- **Data Entry** and Documentation
- Customer Service Management (**CRM**)
- Human Resources Support (**HR**)
- **Social Media** Management
- Performance Metrics Development (**KPI**)
- **Resource** Allocation and Outsourcing
- Communication and **Partnership** framework

## Tech Skills:

- MS Office
- PowerPoint
- Meeting and Sharing Software
- MS Project, Trello

# HOMA RASHID

## Business & Contract Management Specialist

*Expert in Project-Based Contract Management*

Results-driven professional with extensive academic and practical experience in international law, business administration, and project coordination, I bring a dynamic edge to contract life cycle management based on CATS (CM) Methodology System.

My legal expertise ensures robust communication, unwavering compliance, commitment to excellent performance, and adept risk mitigation.

In addition to legal expertise, I demonstrate a proven track record of successfully launching and nurturing new businesses as a Project through strategic branding, efficient content management and building corporate identity.

## Knowledge Highlights

Sustainable Development Goals (UNSDGs), Global Compact Principles, ESG, Project Management (PMBOK), CATS (CM) CSR (Corporate Social Responsibility), PDCA Circle, ISO9001, ISO10006, ISO26000, Business Model Canvas

## Work Experience

Title	Employer	Period	Place
<b>Business Management and Project Support</b> (Project- Based Freelance)	<b>Rotterdam Business Partners (RBP), FLV Solutions, Aram International</b> Responsibilities included: <ol style="list-style-type: none"><li>1. Market research and analysis</li><li>2. Content development</li><li>3. Administration, office management, presentation</li><li>4. Drafting and reviewing legal documents</li><li>5. Effective communication and strategic networking</li><li>6. Managing resources and outsourced tasks</li><li>7. Supporting project management and sales teams</li></ol>	Jun2023- Present	NL
<b>Business and Legal Consultant</b> (Fulltime)	<b>ARAM Group</b> Responsibilities included: <ol style="list-style-type: none"><li>1. New business development consulting</li><li>2. Product and industry analysis</li><li>3. Benchmark and research</li><li>4. Filing and documentation</li><li>5. Branding and content creation</li><li>6. Drafting agreements and legal documents</li><li>7. Supporting the project management team</li><li>8. Reporting and presentation</li></ol>	Jan 2022- Jun2023	NL
<b>Contract Manager and Int'l Business Coordinator</b> (Full Time-Freelance)	<b>SDS Global</b> Responsibilities included: <ol style="list-style-type: none"><li>1. New business development project coordinator</li><li>2. Int'l relationship coordinator</li><li>3. Contract management</li><li>4. Reporting and monitoring contract performance</li><li>5. Preparing presentations and speeches</li><li>6. Social media management and HR-related tasks support</li></ol>	Oct2015- Jan2022	IRAN
<b>Legal Manager</b> (Full Time)	<b>SDS Int'l Group</b> Responsibilities included: <ol style="list-style-type: none"><li>1. Negotiation support</li><li>2. Performance and commitment Monitoring</li><li>3. Control contract life cycle</li><li>4. Risk assessment, regulatory compliance</li><li>5. Documentation and Record-Keeping</li><li>6. Dispute Settlement and Resolution</li></ol>	Nov2012- Sep2015	IRAN
<b>Author</b> (Legal Researcher) (freelance)	<b>Moddaresan Sharif Publication</b> Research and write English legal texts for lawyers (book)	Aug 2005- Jul2010	IRAN

