

Sarah Najafzadeh Khoei

PERSONAL

INFORMATION

- Faculty of Management, University of Tehran, Tehran, Iran
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EDUCATION

- **University of Tehran, Faculty of Management** Tehran, Iran
Master in Financial Management August, 2015
Cumulative GPA: **3.9/4, or 18.59/20; Ranked 1st**

Thesis: Investigating the Effect of Macroeconomic Uncertainty on Corporate Capital Structure

Selected Courses: Managerial Economics (Econometrics), Investment Management and Securities Valuation, Advanced Financial Management, Advanced Investment Management, Financial Mathematics, Money and Capital Markets, Monetary and Financial Institutions, Analysis of Financial Statements

- **University of Economic Sciences, Faculty of Finance Sciences** Tehran, Iran
Bachelor of Science, major in Financial Management July, 2012
Cumulative GPA: **4/4, or 19.29/20; Ranked 1st**

Selected Courses: Principles of Accounting (1&2), Principles of Financial Management (1&2), Mathematics and its Application in Financial Management, Statistics and its Application in Financial Management, Microeconomics, Macroeconomics, Principles of Investment Management, Financial Econometrics, Risk Management & Insurance, Principles of Financial Engineering

- **Narjes High School,** Tehran, Iran
Diploma in Mathematics and Physics Discipline June, 2007
Cumulative GPA: **4/4, or 19.67/20**

HONORS AND AWARDS

- Awarded as “The **Top Student** of the Financial Management Major” at the third festival of top students of the faculty of management-University of Tehran, 2015
- **Ranked 1st** among 128 Financial Management bachelor students, 2012

PUBLICATIONS

- Tehrani, R., & **Najafzadeh Khoei, S.** (2015). Macroeconomic Uncertainty and Corporate Capital Structure: Evidence from Firms Listed in Tehran Stock Exchange. *International Journal of economics, commerce, and management*, 3(6), 318-331.
- Ebrahimi Sarve Oliya, M., Talebi Garakani, S., & **Najafzadeh Khoei, S.** (2015). Performance of Jegadeesh-Titman and 52-Week High Price Momentum Strategies to Achieve an Optimal Portfolio. *Arth Proband: A Journal of Economics and Management*, 4(7), 17-23.
- Tehrani. R.,& **Najafzadeh Khoei, S.** (2016), A Review on Inflation, Inflation Uncertainty, and their Economic Consequences. *The second International Conference of Accounting and Management*, (Persian).

**PROFESSIONAL
EXPERIENCE****Tamadon Investment Bank
Assistant Manager
Corporate Finance Department**Tehran, Iran
October, 2020–now

- Developing structures to better serve the financing needs of our clients by taking into account their financial goals and concerns
- Coaching and overseeing my team (5 people) so that they accomplish projects in hand, namely providing justification reports on debt and/or equity issuances, valuation reports, to name but a handful
- Preparing reports to make decisions as to whether underwrite debt issuances or not

**Senior Financial Analyst
Corporate Finance Department**

October, 2017–September, 2020

- Involved in the process of issuing long or short-term Sukuk (Islamic bonds) by providing required documents including justification reports and underwriting activities
- Involved in seasoned equity offerings (cash and/or rights offerings) by providing justification reports and other required documents
- Conducted comprehensive research on Global Sukuk market

**Financial Analyst
Financial Services Development Department**

May, 2015–September, 2017

- Prepared business plans and prospectuses for initial public offerings
- Prepared stock valuation reports for startup companies to decide as to whether make investments or not on the part of the VC fund managed by our investment bank
- Conducted research and development surveys on various topics, including Mergers & acquisitions, divestitures, financial instruments in emerging and developed markets, qualitative & quantitative methods applied to pricing intellectual properties
- Involved in financial modeling, including forecasting financial statements and evaluating financial ratios

**PROFESSIONAL
CERTIFICATES**

- **Listing and Issuing Expert Certificate**, Granted by Securities and Exchange Organization of Iran (SEO), August 2015, Tehran, Iran
- **Capital Market Trading Certificate**, Granted by Securities and Exchange Organization of Iran (SEO), February 2013, Tehran, Iran
- **Principles of Capital Market Certificate**, Granted by Securities and Exchange Organization of Iran (SEO), September 2012, Tehran, Iran

WORKSHOPS

- Startups' Valuation, 15-hour workshop, Iran Financial Center (IFC), March 2018, Tehran, Iran
- Key Performance Indicators (KPI) in Startups: from Theory to Practice, 9-hour workshop, Takfa Management Advisory Co. and in cooperation with Iran Fara Bourse Co. and Iranian Venture Capital Association , July 2017, Tehran, Iran
- Startups' Valuation, 7-hour workshop, Takfa Management Advisory Co. and in cooperation with Iran Fara Bourse Co. and Iranian Venture Capital Association , January 2017, Tehran, Iran
- Principles of International Joint Venture, 16-hour workshop, Center for Technology Studies, Sharif University of Technology, February 2016, Tehran, Iran
- Feasibility Study of Projects, 24-hour workshop, Center for Technology Studies, Sharif University of Technology, January 2016, Tehran, Iran
- Cash flow Statement, 8-hour workshop, Center for Technology Studies, Sharif University of Technology, September 2015, Tehran, Iran
- Stock Valuation, 24-hour workshop, Center for Technology Studies, Sharif University of Technology, June 2015, Tehran, Iran
- SPSS Software, 16-hour workshop, Center of Applied educations, Faculty of Management, October 2014, Tehran, Iran
- Technical Analysis, 16-hour workshop, University of Economic Sciences, June 2012, Tehran, Iran

RESEARCH INTERESTS

- Corporate Finance (capital structure, M&A, corporate valuation, payout policy, etc.)
- Corporate Governance
- Derivatives & Risk Management
- Asset Pricing & Allocation
- Venture Capital & Private Equity

LANGUAGES

- English: Fluent (**Total TOEFL Score: 104**: Reading: 29, Listening: 28, Speaking: 23, Writing: 24 - Test Date: October 17, 2020)
- Persian: Native
- German: Elementary

SOFTWARE SKILLS

- EViews
- SPSS
- MATLAB
- Python
- L^AT_EX
- Microsoft Office

PERSONALITY CHARACTERISTICS

- Eager to learn and acquire new knowledge and skills
- Capable of adapting to new environments and establishing relationships
- Comfortable working in teams to deliver satisfactory results and achieve common goals in stipulated time frames
- Able to manage stress in the face of adversities and come up with ingenious solutions to problems
- Assiduous and accurate in performing tasks and responsibilities

REFERENCES

- Available upon request