



EISA KHOSHVAGHT SOUVEIRI

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*My Slogan is:
" Be Minimal, Because Being professional is in simplicity "*

ACADEMIC

University of Science and Culture

Rasht, Guilan, Iran

Associate Degree

Computer Software October 2001-June 2002

University of Applied Science and Technology

Tehran, Iran

Bachelor of Information Technology

IT engineering January 2013-January 2015

Payame Noor University

Tehran, Iran

Master student

IT Managment (Advanced Information Systems) September 2015- ...

CAREER HISTORY

IT EXPERT

2011- March 2014

*Iranian Mines and Mining Industries Development And Renovation
Organization (Zarshouran Gold Complex)*

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WHAT I DID IN THIS POSITION:

- *Worked directly with Director Manager*
- *It Consulting to Director Manager*
- *Hardware and Software Needs Assessment and Equipment*
- *It Equipment Installation, Repair and Maintenance*
- *Preparation Network Platform for Internal and External*
- *Network Preparation Network for CCTV Created*
- *boardroom and courtroom multimedia presentations including video and text- sync'd depositions for enhanced understanding*

Head of IT AND Head of Public Relations

March 2014-Peresent

Iranian Steel General Services CO

WHAT I DID IN THIS POSITION:

- *Worked directly with Managing Director*
- *It Consulting for Managing Director and all of Managers and Directors*
- *Hardware and Software Needs Assessment and Equipment for Central Office and Product Service Center*
- *It Equipment Installation, Repair and Maintenance*
- *Reconstruction of the network platform*
- *Preparation Network for CCTV*
- *Short-term planning and Executing for It Department*
- *Purchase and Setup a New Server (HP Server ProLiant DL380)*
- *Setting Up a New Virtual Machine - VMware*
- *Install Active Directory and Domain Services*
- *Domain Administrator*
- *Enterprise Administrator*
- *Webmaster(Website administrator)*
- *Webmail Administrator*
- *Database Administrators (DBAs)*
- *Security Administration*
- *Automation Impelementation and Training(For the First Time in This Company)*
- *Automation Administration*
- *Allocation of resources management IT*
- *Created boardroom and courtroom multimedia presentations including video and text- sync'd depositions for enhanced understanding.*

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- *Building yearly Exhibition Calender*
 - *Setting up a Stall for Specialized Exhibition of steel*
 - *Setting the Board Meeting agenda*
 - *Preparing a conference room for Metting and Training*
 - *Create a spirit of cooperation Between Employees*
 - *Arranging and attending management meetings*
 - *Create client tribute plan*
 - *Follow-up interviews and reports*
- and ...*

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SKILLS & COURSES

Specialized courses:

- *A+(Hardware Technology) (2005)*
- *Printer Repair course (2006)*
- *CCNA (Cisco Certified Network Associate) (2015)*
- *CCNP (Cisco Certified Network Professional) (2015)*
- *Strategic thinking Course (Business Training Center -2015)*
- *Systematic thinking Course (Business Training Center-2016)*
- *Marketing Program -Designing Course (Business Training Center-2016)*

Experimental courses:

- *Introduction to Programming Language Pascal,C, C++ and ASP.NET*
- *Data management Process*
- *Domain's Client assessment and analysis*
- *SQL Server 2008*
- *Database management*
- *MS Office Advanced*
- *Website maintenance (CMS)*
- *Troubleshooting systems and network*
- *Upgrades System backups Data*
- *Upgrades Systems and backups of Data*
- *Abilities Windows and Linux Website and portal monitoring*
- *Network maintenance System*
- *Skilled in TCP/IP and WAN Analytical and critical thinker*
- *Working with subordinates*

Language skills:

- *Fluent in Farsi,Turkish,English*

Othrt Skills:

- *Very hardworking*
- *TeamWork Spirit*
- *Self-motivated Strong verbal*
- *Team leadership*
- *communication Conflict resolution Extremely organised*
- *Risk management processes and analysis*
- *Ability to Work in High Stress and bad situation*
- *communication skills Excellent*
- *Skilled at mediation*

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