

Azadeh Abolghasem

Thornhill, Ontario
Canada

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PROFILE

I am highly motivated and goal-oriented with ability to manage multiple projects. A team player who is adept at working independently as well as in a team setting. I studied and worked in many different countries and looking for expanding my experience, learning new businesses and technologies.

EDUCATION

Gujarat University, India | Jun 2005 – Apr 2008

Bachelor of Science | Computer Application & Information Technology (Ca & IT)

Seneca Collage, Canada | Jan 2020-March 2020

English Language Institute (ELI)

Arffman Consulting Ltd, Finland | Nov 2015- Jan 2017

Integration training (Finnish language studies and working life)

Stadin vocational school, Finland | Jan 2017-Oct 2017

Integration training (Finnish language studies and working life)

Metropolia university of applied sciences, Finland | Oct 2017 – Apr 2018

Technology Management (preparation courses to enter university in the same field in Finnish language)

Stadin Vocational school, Finland | Aug 2019-Dec 2019

Information and communication technology

Centennial College, Canada | Sep 2021

Health Informatics

SUMMARY OF SKILLS

Highlights: *Time management, Team work, Organization, Analytical problem solving, Agility, Communications, Documentation, Reporting, Project management*

IT Skills: *Software development lifecycle, Coding languages (HTML, CSS, Java, C, C++), MS Office (PowerPoint, Excel, Word), Testing*

Languages: *English (Fluent), French (Intermediate), Finnish (Proficient), Farsi (Native)*

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EXPERIENCE

IT Analyst | SharePoint Project (Espoo, Finland) | April 2017- Sep 2017

- ▶ Configuring the company SharePoint systems to specified requirements
- ▶ Research experiments to test theories for improved performance
- ▶ Extending SharePoint functionality with forms, web parts, and application technologies
- ▶ Testing and debugging code
- ▶ Troubleshooting software issues
- ▶ Maintaining and updating SharePoint applications
- ▶ Providing systems training to staff and customers

Executive Office Manager | Lavan industry Development Company (Tehran, Iran) | April 2014-April 2015

- ▶ Provided secretarial work to executives, such as meeting setup and note taking, travel arrangements, etc.
- ▶ Reporting, calculation and other office administrative duties
- ▶ IT duties and technical assistance work, Issue solving
- ▶ Manage security options and software in computers and networks to maintain privacy and protection from attacks
- ▶ Establish team atmosphere through leadership and employee development
- ▶ Offer timely technical support and teach users how to utilize computers correctly
- ▶ Composed weekly status reports to track support tickets
- ▶ Recording events, concerns and issues and updating case queries and customer statuses

Office Manager | Navidzarchimi Industrial Company (Tehran, Iran) | Sep 2009-July 2013

- ▶ Develop organizational procedures and systems for office personnel, including filing, billing, accounts payable, payroll and scheduling
- ▶ Assisted in writing meeting minutes for Internal and Vendor Meetings
- ▶ Manage security options and software in computers and networks to maintain privacy and protection from attacks
- ▶ Perform regular upgrades to ensure systems remain updated
- ▶ Reporting and calculation
- ▶ Managing employee schedules and troubleshoot scheduling conflicts as they arise
- ▶ Created presentation with vendor recommendation to assist in the decision making

IT Technician (Part time) | LEA Associates South Asia Pvt.Ltd. (Gandhinagar-India) | Sep 2004-Mar 2008

- ▶ General IT support for employees and customers
- ▶ Identifying effective solutions and offering explanations to customers and employees
- ▶ Backing up, updating and maintaining networks
- ▶ PC cleaning, repair and maintenance
- ▶ Day-to-day reporting