Ahmadi, Abdullah

Concord, CA

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Cell # 510 458 4795

Educations:

Associate of Science at Network Administration.

Ohlone Community College

Fremont, CA

May 2017 – May 2019

Bachelor of Network Administration & Security (online)

Western Governors University

Fremont, CA

2020– still

Working Experiences:

Department of Commerce

U.S Census Bureau – Hayward, CA

Enumerator (Census Taker)

(August 2020 - October 2020)

Conduct interviews to collect household and demographic information by canvassing their assigned areas. Appropriately document and report the results of each household interviews by inputting the data in the Census 2020 application. Assisting residents by reading interview questions, review census purpose and benefits to the neighborhood, community and future federal development plan. Explain the importance of correct census result and how it will be helpful for our future. Responsible for verifying household addresses and ensuring that all maps and address lists are correct on each case. Correct any discrepancies encounter in existing census data. Communicate with households and ensure that all their answers remain confidential under U.S Census Bureau rules and regulations. Communicate with supervisor, administration office, local and regional U.S Census Bureau offices regarding any issue arise during assignment or solving complicated cases.

Cisco System Inc

San Jose, CA

Network & System Administrator

(July 2019-Mar 2020)

As Network & System Administrator working closely with network engineers and event managers to configure, install and troubleshoot cisco switches, routers, wireless access points, hubs and security cameras for Cisco live shows department. Implement testing strategies and document the result for properly running of cisco inter devices. Design, Install and configure network cisco devices for appropriate assigned shows. Work closely with event mangers, network and system engineers for configuration and troubleshoot of any issue arise before or during launching of network.

ABN Courier Services

Hayward, CA

Operation Manager

(April 2017-June 2019)

Responsible and control for company’s asset and marketing policies within the county. Monitor the performances of each department on regular basis and maintain good relationship with vendors, contractors and clients. Maintain the overall administrative control of office. Schedule and direct all departments and staff in daily work assignments to maximize productivity and assure to respond the customer needs based on company policy. Conduct daily, weekly and monthly meetings with appropriate departments and to ensure organizational efficiency run smoothly. optimize profits by making better marketing to attract new customers for potential profit and forecast the company’s position in the business market among other competitors and acting accordingly. Continually monitor all departments operation and assuring the company runs based on its policies and customer satisfaction. Efficiently resolve problems or concerns to the satisfaction of all involved parties.

Richland Community College

Dallas, TX

Customer Service & Admin Assistant

(Jan 2014-April 2017)

Responsible for professional customer services in the Lab language learning center. Instruct the foreign language students with software, assist them how to use the system easily and effectively. Coordinate with college management regarding any facilities and changes take place in the system and aware the students via E-mail and broachers. Coordinates acquisitions of Lab hardware, software, maintain records of students ‘record in the system. Keep in touch via official E-mail or letter with appropriated teachers and department for updating of student’s progress with their assignments. Fulfill other admin daily duties which assign by managers or requested by management.

U.S Embassy, Kabul Afghanistan

Department of State

Travel Expeditor

(April 2011-Oct 2013)

Provide administrative support for travel section of U.S Department of State Diplomats and VIPs. Coordinate with authorized airlines and travel agencies to book the flights and make hotel reservation based on management notice. Keening in touch ministry of foreign affairs of Afghanistan, asking for VIP/VVIP pick and drop off for high ranking of U.S officials to/from airport. Getting involve and inform each relevant department regarding any needs of travel section within U.S embassy as well as outside with related governmental organizations. Managing the admin duties of travel section on daily basis. Attend to the monthly meeting of management and present the monthly report of travel section and discuss on the important issues that rose with travel agencies and airlines. Writing official diplomatic letters to the governmental organizations and ask their support based on diplomatic agreement between travel section of U.S embassy and ministry of foreign affairs of Afghanistan.

Safi Airways

Kabul international airport

Airport Services Assistant

(Sep 2008-Apr 2011)

Assist the passengers with their check-in process, lost baggage claim and other issues arise. Control the daily basis of airport run for both morning and afternoon fights. Observe the running operation and ask passengers’ opinion based on the professionalism and behaving of airport staff with customers during check-in process. Support the general manager on daily admin basis via verbal and written form. Exchange working information with main office, airport authorities, and relevant departments within the airline for better daily operation, other admin duties which assigned by general manager.

**References:**

Marialice Burford de Castillo

Assistant General Services Officer

Department of State, U.S Embassy Kabul Afghanistan

Email: [BurfordM@state.gov](mailto:BurfordM@state.gov)

Natalia Vargas

Learning Lab Manager

Richland Community College

Email: nvargas@dcccd.edu

Amina Hayat

Cisco Systems Inc

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