

Meiqdad Hassani

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Work experience

January 2022

IT Specialist

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Kourosh Ray Pars Co. Network Production and Services Provider in Tehran, Iran

- Determining company needs and coordinating the development and maintenance of network and security infrastructures with the IT team.
- Ensuring secure and stable server connectivity and testing network protocols.
- Testing data exchange and communication between computers, routers, modems, and servers and running diagnostic tests and performing repairs.
- Training Customer Company Staff, preparing user manuals, and providing remote or onsite technical support.
- software and hardware firewalls, VPN services, IPS, IDS and anti-virus sites, anti-ransomware.
- Advising and monitoring as well as checking for status of customers' network security, Advising, guidance and supervising on systems' adaptation and obligation of staff to follow security standards.
- Commissioning network and system logging sites and log analysis for security and threat managing purposes and events,
- Developing and updating methods of continuation and disaster recovery such as various kinds of data backup, archiving, and data retrieval procedures.
- Designing and implementing safe virtual approaches and periodical assessing of virtual Infrastructure.
- Managing accounts and access permissions and identifying illegal accesses.
- security assessing and responding to security threats, managing patch installation and hardware and software updates.
- Documenting and reporting the threats, events and done actions for systems and network security in company in order to enhance optimization.
- Researching and suggesting security upgrades and defining and executing projects in order to optimize network and security structure of the company and methods to respond to accidents and events.
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Sep 2018- DEC 2020

Logistics Provider

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Consulate General of India, Mazar-e-Sharif.

- Sourcing qualified suppliers for new projects, negotiating and confirming price, participating in supplier audit.
- Controlling existing materials and suppliers, contract negotiation, sign and update
- Manage the entire supply chain planning function including imported products, raw material planning, production planning, and logistics planning.
- Master and improve the quality of incoming material, improve supplier delivery performance and service level, reduce material cost

- Response and satisfy internal customer, such as technical, production, sales, coordinate other departments to solve problems
- Monitoring material delivery status and lead the team to solve problems in the ordering process
- Support subsidiary companies (both local and overseas) to source suppliers
- Manage the customer complaint process end to end with support from the quality function, including proper handling of potential claims and ensuring that communication is effective with customers.
- Manage third party service providers to ensure costs are competitive, service level agreements match business needs, and performance management systems are in place and effective.

FEB 2018- SEP 2018

IT Assistant

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AFGHAN NATIONAL ASSOCIATION FOR ADULT EDUCATION

- Installing and configuring a new network.
- Setting up peripherals to complement the computer network.
- Maintaining and repairing networks, peripherals and helping colleagues troubleshoot the problem.
- Helping customers answering to emails and chats regarding technical issues.
- Keeping a detailed record about network configuration, peripheral specification, problems, and solutions.
- Initiating process improvement to answer users demand.
- Supervise and process help desk support requests.
- Perform routine PC maintenance.
- Update work station for office staff.
- Assist in software and hardware upgrades.
- Provide technical assistance to staff when needed.
- Responding to bulk email and faxes.
- Conduct meetings.
- Need to support other admin assistance.
- Uphold a strict level of confidentiality.
- Maintain an organized filing system of paper and electronic documents.

Education

- ✓ **Nov 2021** | Aria University
Bachelor degree | BC. S
- ✓ **JAN 2021** | X-pert International Training and Testing Center
Cisco Certified Network Associate 200- 301
- ✓ **April 2021** | X-pert International Training and Testing Center
Microsoft Windows Server 2019 Administration
- ✓ **SEP 2020** | ANAF AE
MS. Office package
- ✓ **FEB 2019** | ICDL.org
International Computer driving license

- ✓ **JAN 2023** | EDX (Harvard University)
Introduction of Programming with Python(certified)
- ✓ **April 2023** | Coursera (Meta)
Introduction of Front-end Development(certified)
- ✓ **June 2023** | Coursera (Meta)
Programming with Java Script (Certified)
- ✓ **June 2023** | Coursera (Meta)
Version Control(certified)

Skills

- Skills are visible on Linked Profile

Volunteering activities

April 2017 – Jan 2022

Deputy manager | **Faslenaw Library**

- Oversees operational activities, services, and staff performance in their building. Ensures excellent public service and customer service.
- Provides day-to-day leadership, management, and motivation to their library building and public services, embracing the mission and culture of the library.
- Motivates, leads, and evaluates a high-performing staff team.
- Directs the development of library operational plans and staff responsibilities to meet planned objectives.
- Analyses statistics and performance measures for management review.

- Leads the Person-In-Charge program at their building and ensures proper training.
- Actively seeks customer feedback and works with customers on suggestions and concerns.
- Investigates and resolves difficult and sensitive issues with staff or customers.
- Collaborates regularly with the Executive Director and Executive Team. Works in partnership with peers (Library Managers at the other two locations) as a cohesive unit to ensure consistent service models.
- Collaborates with the Facilities Manager in building analysis, space development, safety procedures, and other projects to maintain and optimize the visual appeal of the library.
- Collaborates with the Leadership Team in assessing organizational needs, providing professional development, and supporting organizational improvement strategies.
- Assesses workplace culture with Leadership Team and offers suggestions to foster a positive, diverse, accountable, and team-oriented environment within the library.
- Develops relationships with similar organizations in the library field and community.
- Performs other related duties as assigned.

Languages

1- Persian		Native		
2- English		Speaking: Fluent	Writing: Good	understand: Fluent

References

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