**Mehrak Zarezadeh**

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| **Research Interests** | | | | | | | |
|  | | 1. Information Systems Project Management 2. Ecommerce Project Management 3. Information system impacts on society and organizations 4. Information system modeling | | | | | |
| **EDUCATION** | | | | | | | |
| 2019-2020 | | **DBA in Digital Transformation, University of Tehran, Faculty of Management, Tehran, Iran** | | | | | |
| 2011-2012  *Full Time* | | **Master's in Information Systems, University of Sheffield, Faculty of Social Science, Sheffield, United Kingdom** | | | | | |
| 1994 – 1999  *Full Time* | | **B.Sc. in Software Engineering, Isfahan University of Technology, Faculty of Engineering, Isfahan, Iran** | | | | | |
| 1990 – 1994 | | **Diploma in Mathematics and Physics, Brilliant Talents National School, Kerman, Iran** | | | | | |
| **Professional Courses** | | | | | | | |
| 1999 – 2020 | | * Digital Marketing * Scrum * Android Studio * Executive skills * Object oriented design techniques and software design patterns and best practices * UML * Problem solving skills * Introduction to Oracle 9i, Oracle 9i PL/SQL, Oracle 9i form, Oracle 9i administration * SQL Server 2008 implementation and design, SQL Server 2008 administration, SQL Server 2008 essential and reporting service, SQL Server 2000 implementation and design * Visual studio 2005 – windows based applications, Visual studio 2005 – web based applications, Visual studio 2005 – windows services and XML web services * Windows application workshop * ISO 9000 version 2000 | | | | | |
| **WORK EXPERIENCE** | | | | | | | |
| 2019-present  *Part Time* | | | **Ecommerce Project Management of Telavang – Tehran, Iran.**   * Telavang is one the prestigious brands in the egg packing industry. In order to respond to the existing ineffeciencies, they started to create an Ecommerce platform to supply eggs based on two different criteria: fixed price and bid price. This platform provides a feature for buyers to submit their requests for eggs. My efforts in this project include: * Designing the business model. * Defining project phases and tasks. * Defining, managing and monitoring tasks performed by team members. * Analyzing business processes and specifying functional requirements in cooperation with stakeholders. * Negotiating with third-party banking and transportation service providers. | | | | |
| 2019-present  *Part Time* | | | **IT manager of Farjad Laboratory Group – Tehran, Iran.**  Farjad Group is a holding established to develop franchised medical laboratory services around the country for the first time in Iran. I am responsible for:   * Short-term planning for the IT structure of the business in terms of hardware, software and network requirements. * Studying laboratory information systems (LIS) available in the Iranian market, negotiating with provider companies and selecting the best solution. * Deciding about the network design of the central laboratory and the communication of the franchised centers with central lab. * Designing the business processes of the administrative and operational departments. * Managing the IT personnel. | | | | |
| 2017-2019  *Full Time* | | | **Ecommerce Project Management of Refah Chain Stores – Tehran, Iran.**  Refah is one of the most extensive distribution networks, operating in a chain of Hypermarkets, Extra markets and Express markets, currently with 220 stores nationwide.  My responsibilities included:   * Managing and controlling the schedule plan of the project. * Negotiating with products vendors. * Managing the Ecommerce team. * Recruiting team members. * Controlling sales discounts and promotions. * Controlling software requirements development progress. * Negotiating with logistics service providers. * Controlling and managing project requirements to run Refah Ecommerce | | | | |
| 2016-2017  *Full Time* | | | **Planning Manager of Pouya Pakhsh Roshd – Tehran, Iran.**  Pouya Pakhsh Roshd is a countrywide FMCG distribution Centre with more than 11 branches in Iran.  I was in charge of managinginventories and logistics of all branches. More specifically:   * Controlling the product stock of all inventories and deciding about the stock status. * Controlling distribution functions of all branches to make on-time deliveries. * Managing human resources of inventories and logistics. * Deciding about the salaries of the human resources under my supervision. * Negotiating with vendors about new product entries. * Controlingl the product orders of branches for inventory recharge. | | | | |
| 2013-2016  *Full Time* | | | **Chief Information Officer of Alpa – Tehran, iran.**  Alpa is a countrywide FMCG distribution centre with more than 15 branches in 15 cities in Iran.  My responsibilities in this role was managing hardware, software and network functions of the organization, such as:   * Planning, directing and controling IT strategies. * Managing and controlling the Integrated Information System development. * Managing the software development team to ensure team progress based on the schedule plan. * Analyzing efficiency and accuracy of the technology used for design and development. * Managing and controlling communications network of the organization inside the office building and between branches as well. * Negotiating with vendors and service providers to agree contracts for using new technologies. * Managing all human resources of software, hardware and network teams. * Planning and controlling the budget of software, hardware and network teams. * Deciding to choose best solutions to resolve IT problems and needs of the organization. | | | | |
| 2005 – 2011  *Full Time* | | | **Manager of Software Development Department – EPCO (an Iran Khodro Diesel Engineering and Procurement Co.), Tehran, Iran**  EPCO is one of the major engineering and procurement companies in the automotive industry in Iran.  Our team in this department developed all applications of EPCO main (top) processes by analyzing requirements, designing application layers, designing application's database, coding and so on.  We also worked with several software contractors in sub-processes such as financial systems (Financial processes is a sub-process for EPCO).   * Outsourcing relationship management   1. Market analysis for potential vendors.   2. Vendors evaluations, comparisons, and selection.   3. Contacting and negotiating with selected vendors   4. Controlling and monitoring service level agreement with vendors. * Human resource management in software department   1. IT personnel recruitment .   2. Planning IT personnel training and development.   3. Performance appraisal.   4. Salary compensation design * Responsible for planning, controlling and budgeting the software department   1. Planning for new IS applications required for the next year.   2. Controlling IS plan implementation. * Developing a variety of organizational information systems such as   1. Planning and ordering system.   2. Contract management system.   3. Construction feasibility study system.   4. Supplier evaluation system.   5. Supplier management system.   6. Claim management system.   7. Supplier relationship management system.   8. Pilot construction of component system.   9. Component tracking system.   10. Constructors monitoring system.   11. Inspection system.   12. Product tree managing system.   13. Human resource performance management system.   14. Price analysis system.   15. Warranty management system.   16. Procurement management system. | | | | |
| 2002 – Present  *Full Time* | | | **Software Developer – EPCO (IKD Engineering and Procurement Co.), Tehran, Iran**  During this period, I was/am in charge of::  Requirement analysis.  Software conceptual and technical design.  Database design.  Coding (implementing) some EPCO systems such as ordering and supplier evaluation. | | | | |
| 2000 – 2002  *Part Time* | | | **Software Developer – Hamta Rayaneh Co. Mashhad, Iran**  Hamta Rayaneh is a software development company in the healthcare industry.  My major tasks included::  Requirement analysis.  Software conceptual and technical design.  Process reengineering in some hospital systems such as reception, clearance and emergency system.  I also participated in deploying these systems in three major hospitals in Mashhad. | | | | |
| 1999 – 2000  *Full Time* | | | **Software Developer – Astan Quds Razavi, Mashhad, Iran**  Astan Quds Razavi is one of the biggest holdings in Iran with several affiliated organizations. I worked as a member of software development team in:   * Requirement analysis. * Software conceptual and technical design**.** * Coding (implementation). * Supporting systems. | | | | |
| **REFERENCES** | | | | | | | | |

References are available upon request.