

PERSONAL INFORMATION

Full name: PHÍ QUANG KHÔI
Gender: Male
Date of birth: August 14, 1988
Address: 53 Nguyen Son Street, Phu Thanh Ward
Tan Phu District, Ho Chi Minh City
Mobile: [REDACTED]
[REDACTED]



CAREER OBJECTIVE

Work in a young and dynamic environment where I can develop skills to
[REDACTED]
Engineer in the next 2 years

EXPERIENCE

03/2020 – [REDACTED] IT Helpdesk at VUI VIET NAM TRADING COMPANY LIMITED.

- Administrator of Microsoft 365.
- DLP project implementation.
- Manage company network systems.
- Administrator of the call center system.
- Plan to purchase IT equipment every month.
- Manage IT assets.
- Set up PC for users.
- Support end-users.
- Make user guides.
- Make Tips & Tricks.
- Support to onboard and offboard employees
- Support to set up a new office.
- Implement ISO 27001 project.
- Completed AZ-104: Microsoft Azure Administrator - Full Course on Udemy.
- Completed Git by Doing course on Udemy.
- Completed Docker for the Absolute Beginner course on Udemy.

05/2018 – 03/2020: IT Helpdesk at Zen Plaza Co., Ltd.

- Build and manage the network system.
- Maintenance servers.
- Manage file server (Centos).
- Setup physical and install/ configuration virtual machine, [REDACTED]
VMWare ESXi.

- Setup and manage the MDaemon server.
- IT asset management.
- Plan to upgrade computers.
- Schedule to maintain IT devices.
- Manage and plan to backup server: Virtual server backup, SQL database backup, Accounting and inventory data backup.
- Manage and plan to backup the website.
- Wifi system management.
- Manage, monitor and suggest to buy IT devices.
- Setup timekeeper.
- Setup PC for users.
- Support end-users.
- Maintain printer, fax, scanner and cutting machine.
- Manage all IT service contracts: hosting, dns and mail offline.
- Make instructions.
- Make IT weekly report form.
- Setup and configure some report tools.

04/2016 – 05/2018: IT Officer at Viet Thai International JSC.

- Prepare and setup network system, POS and wifi in Pho24 store and MyMart store.
- Manage iBox and Seito system: import and export data and deploy software.
- Manage network, telephone and wifi system in head office, branch, factory and warehouse.
- Manage, monitor and plan to buy IT devices.
- Setup timekeeper.
- Setup PC for users.
- IT asset management.
- Remote support the branches in HongKong and MaCau (configure and fix bugs of email system).
- Manage tickets.
- Manage AD (Active Directory).
- Manage file server.
- Manage email system.

04/2014 – 04/2016: IT Helpdesk at The Gioi Di Dong JSC (MWG)

- Prepare and setup network and wifi system in the new store.
- Setup, install and configure firewall (pfsense).
- Setup and configure routers.
- Setup, configure and manage NAS.
- Setup PC.
- Support to deploy ERP.
- Manage, monitor and suggest to buy IT devices.

- Maintain all IT devices in store.
- Plan to follow up and complete construction.
- Setup, install, configure and fix bugs counter devices.
- Learning wifi knowledge.
- Learning basic knowledge about ERP.

SKILL

- Communications
- Teamwork
- Computing
- Network system
- Microsoft Azure
- ISO 27001

EDUCATION

NIIT Hoa Sen, Ho Chi Minh City

Network Engineering.

CERTIFICATION

Professional Diploma in Information Technology.

----- **Thanks you!** -----