

Arezo Alizai

arezo.alizai@gmail.com : 0793846923

Objective:

Experience Web Developer with strong management skills targeting opportunities in production environments to work on system development projects to make best use of my current knowledge and also further my development.

Experience:

- **Currently working as IT manager at DNA Consultants**

Responsibility in DNA Consultants

- Running regular checks on network and data security.
- Identifying and acting on opportunities to improve and update software and systems.
- Developing and implementing IT policy and best practice guides for the organization.
- Conducting regular system audits.
- Overseeing and determining timeframes for major IT projects including system updates , upgrades, migrations and outages.
- Providing direction for IT team members.
- Domain registration and hosting for the required project.
- Working on the website projects related to the company.
- CCTV Installation and maintenance.

- **Worked as Web Developer in Python Company. (2018)**

Responsibility in Python company

- Determining user needs by analyzing technical requirements
- Website and software application designing, building, or maintaining
- Back up files from cpanel of website to local directories for recovery
- Managing Cpanel and Email address
- Directing or performing Website updates
- Evaluating code to ensure it meets industry standards, is valid, is properly structured, and is compatible with browsers, devices, or operating systems
- Training programs and workshops for staff

- **Worked as Intern in Kateb University. (2018)**

Responsibility in Kateb University

- Designer and developer websites.
- Designing posters.
- Assist the team in organization events and photograph

Education:

- Bachelor of Computer Science; Kabul University. (2014-2017)
- **Relevant Courses:** Html, CSS, JavaScript, ASP.NETC#, Java, CCNA, R&S, SQL Server, word press, Photoshop, illustrator Photoshop, SEO(Search Engine Optimize) & larval.
- Diploma in English Language; Kardan University. (2019-present)
- Naswan Bibi Mahro High School. (2002-2013)

Training:

March 2018; Participated in a 2 weeks Soft Skill (per employ ability and personal development) Training which was facilitated by USWDP at Kabul university.

Languages:

- Native Fluency in Pashtu.
- Advanced Fluency in Dari.
- Fluency in English.

Conference:

- **May 2018** Youth Group Presenter at National Labor Conference Presidential Palace, Kabul

Honors:

- Best student of the year, Kabul University Best Student Festival 2017.

References:

Name: Najeeb Anwary
Position: Managing Partner
Phone: 0093 765924542
Email: Najeeb@dnaconsultants.af

Name: Mohammad Hussain Sultani
Position: Lecturer at Kabul University,
Phone: +93 (0) 747 045 437
Email: mhs377@gmail.com

Name: Mehdi Mohammadi
Position: Lecturer at Kabul University,
Phone: +93 (0) 747 628 002
Email: mehdi.mohammadi@ku.edu.af

