



TẠ NGỌC TOÀN

IT Engineer



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OBJECTIVES

Continuing studies courses network security, management skills, and continue to work well and to improve the capability of self.

Continue to learn and to improve communication skills in English.

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PERSONAL PROFILE

Gender : Male
Birth day : 17/01/1987
Marital status : Married
Nationality : Vietnamese
Country : Vietnam
Address : Xóm Trại, Xã Cần Kiệm, Thạch Thất District, Ha Noi, Vietnam

CAREER INFORMATION

Level : Manager
Salary : 800 - 1.500 USD
Job type : Full time
Industry : Executive management, IT - Hardware / Network
Location : Ha Noi

EXPERIENCE

Year(s) of Experience: 7

Current Level: Team Leader / Supervisor

9/2017 - Now : IT Supervisor - The-ascott

- Management systems as Network System, AD, Firewall, Winpac, Syslog, Mail server, Keycard, Protel...
- Management and support operation of four office buildings about 130 users in Hanoi.
- Monitoring, backups, performance tuning, and regular maintenance applications efficiency.
- Management and operate the PABX system.
- Work and manage the operation of the partners and vendors, subcontractors in the system.
- Supports all issues related to IT systems.
- Troubleshoot and resolve issues within a timely.
- Communicate issues, solutions, and requirements to both technical and non-technical Teams as required.
- Write and maintain technical documentation for operation.

7/2015 - 8/2017 : IT Engineer - Microsoft Mobile Viet Nam Company

- Manager about 1000 users and document updating job relates to PC management activities
- Develop and create a system file to manage all devices in store.
- Setup Microsoft IT VPN, checkpoint VPN, VIP access
- Install and fix issues relates to BitLocker.
- Backup data, save and recovery data for system operation
- Install and manage Sharepoint.
- Setup System SAP, IMES
- Install software application and computer hardware on the window 8.1, window 10 and office 2013,2016
- Support all applications including Word, Excel, Access, Outlook
- Do other jobs which are requested by the leader and another department
- Provide support on all matters related to PC & related devices
- Daily report to the management team.

1/2013 - 7/2015 : Technical and System Administrator - Nikkiso Viet Nam Company

- Manager and monitor: AD, Email exchange server, Network system.
- Configuration Router, Firewall.
- Install computers, printers, servers, network equipment and support the office to relate to IT.
- Other jobs requested the d by the leadership.

10/2011 - 1/2013 : System Engineer and IT Administrator - VPS Joint Stock Company

- Overall management and support for all PCs and peripherals such as printers, scanners, cameras ... at the factory and office.
- Manager Server room, network system.
- Develop plans to ensure stable and secure operating systems.
- Regularly report to the director about the risks and solutions for the system.

EDUCATION

Highest Degree Level: Bachelor

Completion date 7-2015

Others - Hanoi University of Technology - Faculty of Information Technology

- CCNA, MCSA Certificate.

Completion date 9-2011

Bachelor - University Information Technology - Vietnam National University Ho Chi Minh City

Bachelor of Information Technology

Completion date 9-2009

Others - Aprotrain - Aptech

- HDSE Certificate.
- Programmable and understandable languages such as HTML, Dotnet, Java, SQL.

SKILLS

Good teamwork skills.



LANGUAGES

English



REFERENCES

Kieu Cao Chi

0982 918 855 / Kieucaochi@bvisvietnam.com

IT Manager

British Vietnamese International School - Hanoi

Nguyen Xuan Thien

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Senior Country IT Manager

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