

Curriculum Vitae

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SUMMARY

- I am a fresher in typist job, but I really enjoy improving my skill in type and becoming a professional in it. I do my best to succeed and I believe that I can do it.
- Enthusiastic, adaptive and organized person with a broad and special interest and experience in the design of network systems (cabling and socket handling) and support design of network systems, problem solving, teamwork and communication, and a broad understanding of computer hardware issues, repairs and upgrading and software's including installation, configuration, management, troubleshooting, MS office, Windows 7 & 8 & 10, I particularly enjoy collaborating with scientists from different disciplines to develop new skills and solve new challenges.

PROFESSIONAL SKILLS

- ☐ **Computer Skills:** MS office, Microsoft office (Word, Excel, PowerPoint, Access, etc.), Adobe Photoshop, Windows (Various Tasks)
- ☐ **Experience in the design of network systems**
- ☐ **Excellent in Installation and updating of software, hard ware and printers, as well as the setup and troubleshooting of all equipment.**
- ☐ **Excellent skills in communication and collaboration** in the pc workshop to hold equipped classes for teaching and helping to other colleague if they need.
- ☐ **Technical Competencies:** installing windows and troubleshooting, cabling, socket handling, networking, Windows Server, Adobe Photoshop, Dreamweaver, Microsoft Office Suite
- ☐ **Communicate courteously and effectively with all staff to ensure service level standards.**
- ☐ **Demonstrated skills in problem solving, teamwork and communication**
- ☐ **Attending in the work every times that it needs**
- ☐ **Eager to learn, adapt & improve**
- ☐ **A genuine interest in computers**



EDUCATION & CERTIFICATES

♣ CERTIFICATE of MCSE and MCSA:

- 🚩 **Certificate** (Exam cod: 70-270), i3center, Mashhad, Iran **2007**
installing and configuring Microsoft Windows XP Professional
- 🚩 **Certificate** (Exam cod: 70-291), i3center, Mashhad, Iran **2007**
Implementing and managing and maintaining a Microsoft windows server 2003 network infrastructure
- 🚩 **Certificate** (Exam cod: 70-293), i3center, Mashhad, Iran **2007**
Planning and maintaining a Windows Server 2003 network

♣ OTHER EDUCATION & CERTIFICATES:


- 🚩 **Diploma in Computer Programming(Software),** **2011**
Kazimi technical school of Mashhad, Iran

 Certificate of Technical & Vocational Skill, Mashhad, Iran <i>Introduction to Web Page Designing</i>	2008
 e-Citizen Certificate , International computer, ICDL	2010

PROJECT & TEACHING EXPERIENCE

- ✂ **Set up 2 network computer workshops in a high school:** All things related to including cabling, socket handling and networking, windows Installation and network configuration in all pc computers
- ✂ **designed a web page** for a real estate company using html and Dreamweaver
- ✂ **7 years' experience** teaching and supporting computer in high schools in Iran


WORKING & EMPLOYMENT


 **Employer:** district four of Mashhad, Khorasan Razavi Province, Iran
Position: Registrar in High School **Full time 1997-2001**
Duties: Entering data using Microsoft Office(Word, Excel, PowerPoint, Access), organised the annual school program for students, prepared exam timetable for students,

 **Employer:** district four of Mashhad, Khorasan Razavi Province, Iran **Full time 2007-2013**
Position: Computer Workshop Organizer

Duties:

- ♣ Set up 2 network computer workshops in a high school. Cabling, socket handling and networking, Supported cable, installation, implementation, and troubleshooting of computer network.
- ♣ Active Directory Configuration and Management
- ♣ Network troubleshooting for clients remotely and on site
- ♣ Monitored and troubleshoot LAN, installed and configured routers and switches, ensured printers were up and running at all times.
- ♣ Manage the configuration and performance management of all PC systems.
- ♣ Keep updated all computers with latest antivirus tools.
- ♣ Provide training to employees to handle various application soft wares' efficiently.
- ♣ Purchase order for capital equipment.

 **Employer:** district four of Mashhad, Khorasan Razavi Province, Iran
Position: computer teacher **Part time 2003-2013 (12 hours per week)**
Duties: teaching Windows XP, Seven and installation, Microsoft Office (Word, Excel, and PowerPoint), Internet, Photoshop, hardware in pc and teaching VB6 as a beginner.

 **Employer:** Khorasan Razavi Province, Mashhad, Hatami library, Iran
Position: Book Keeper **Full time 2006**
Duties: Sorted the book data base by subject and monitored of book borrowing and returns.

- ✓ I did computer repairing and upgrading for my colleagues and my relatives for at least 5 years. Sometimes it required me to go to their house, and obviously I needed to associate with some computer shops for selling and buying and changing something for computer upgrading or buying some accessories for pc like printers, keyboards, modems and so on, and installing.



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علیرضا دورخشان - عضو جامعه مترجمان قضایی آمریکا (عضویت : ۱۴۷۷۶)

مشهد : احمد آباد ، روبروی سیمتری اول ، ساختمان توحید ، طبقه سوم - دارالترجمه رسمی جهان تلفن : (۰۵۱۱)۸۴۱۲۹۲۶

Hossein Asemi, Bibi Fatemeh Ardakani, Sons, & Grandsons Charity Institute
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E-mail: Kheyriye_asemi_ardakani@yahoo.com
Sepehr Account No.0102893390008 in Bank Saderat, Hafez Branch of Mashhad

TYPE OF DOCUMENT: CERTIFICATE OF COOPERATION

To Whom It May Concern

Reverently, this is to certify that **Ms. Sedighe RAISIAN ZADEH** has cooperated with this charity institute in the field of **Computer and Administrative Affairs**.

It is necessary to be noted we hereby approve her good conduct and dexterity.

The present certificate is issued upon her request.

Mahboobeh Govahi, Manager of Asemi Charity Institute
(Signed & Scaled)

This is to certify a true translation from the Persian original in one page.

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