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| **CURRICULUM VITAE**Nguyen Van AIT OfficerGender:                               MaleDate of birth:                       ...........Family Status:                     singleAddress:                             123 Hung Vuong, DanangCellphone:                           09812345678Email:                                 nguyenvana@gmail.comWebsite:                             facebook.com/nguyenvana**CAREER OBJECTIVE**• Improving my knowledge in field of Information Technology.• Improve English communication in the next 1-2 years.• Stability and try to develop my potentails in IT fields.**WORKING EXPERIENCE**Above 5 years

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| July, 20.. to Present | Royal Lotus Hotel Da Nang | IT Officer• Network administration: management andr Computer, Networking resolve.• Management File Server, Domain Controller, Mail system, Camera.• Control PBX System, Wifi System, Networking.• Setup for new user, training, add or remove access right on File Server.• Deploy policy, softwares to all Computers and network at Hotel.• Back up all data on a periodic schedule.• Provide helpdesk service and general IT supports to all users in use: Printers, Offices, Mail, Smile PMS ...  |
| July, 20.. to Jun, 20.. | Apollo English Education Viet Nam | IT Officer• Network administration: management and responsibility for Networking in apollo.• Management File Server• Management Camera, Printer at Centre. Storage• Setup account for new user, trainning and supporting to all new AIMS,  Teaching softwares.• Provide helpdesk service and general IT supports to all• Maintenance and reportting to IT Manager about statucomputer network company.• Co-ordination with other department, the whole Apollotesting and deploying all Apollo’s new softwares.• Control other devices about Teaching resourses.  |
| 20.. to July, 20... | Yaly Co. Ltd | IT Office• Network administrative.• Setup for new user and provide technical.• Management Data file and windows server 2003.• Controlling VPN networking at 4 branches.• Searching applications and new technologies for the company.• Reportting to Manager about status the computer network company. |

**EDUCATION**Da Nang College of EconomicsMajor: Information and Technology20.. - GoodCCNA Certificate at Softech – Danang Software ParkMCSA Certificate at Softech – Danang  Software ParkEnglish - B level certificateMS Office: Excellent**SKILLS*** Team work.
* Proactive, decisive, innovative work
* Ability to work independently.
* Communication skills, negotiation and convincing customers well.
* Can work under high pressure.

**HOBBIES**Study, reading, communicating, traveling,... |