



**Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ru/prices/cv>**

## Assistant

### Despre mine

Sociability, resistance to stress, easy perception of learning, purposefulness, creative thinking, ready for change.

90% of business success depends on planning.

Hobbies and interests are related to computers as well as reading books

Confident PC user

Knowledge of basic Microsoft Office programs

Ability to work with email Outlook Express

Excellent Internet skills in various browsers (Google Chrome, Mozilla Firefox, Opera and others)

Experience in configuring and managing network switching equipment

Knowledge of the construction and organization of local computer networks, methods of organizing communications.

Setting up subscriber network equipment: wired and Wi-Fi routers

### Experiența profesională

**System Administrator Assistant** · Allseeds Group · Ukraine, Odessa

*Septembrie 2018 - Decembrie 2018 · 3 luni*

Experience in configuring and managing network switching equipment

Knowledge of the construction and organization of local computer networks, methods of organizing communications.

Setting up subscriber network equipment: wired and Wi-Fi routers;

Windows 7/10, Active Directory/Windows Server Update Services/Licensed Software;

HTML, CSS, SQL;

AVG/Avira/MS Security Essentials/Norton/NOD/Comodo/Dr.Web; Microsoft Word, Microsoft Excel

**Deputy Sales Director** · LLC "Effect-A" · Ukraine, Odessa

*Ianuarie 2008 - Decembrie 2017 · 9 ani 11 luni*

- Work with clients

👤 40 ani  
♂ Masculin  
📍 Chișinău

### Preferințe

- Full-time

### Limbi

- **Română** · Nu cunosc
- **Rusă** · Fluent
- **Engleză** · Comunicare
- **Ucraineană** · Fluent

### Permis de conducere

Categoria: B

- Site maintenance work
- Planning and implementation of new IT technologies for the development of the existing IT infrastructure of the company;
- Planning and modernization of the existing IT infrastructure for the specific needs of the enterprise (adding jobs, equipment, search and implementation of the necessary software);
- Setting up user jobs.
- Installation of operating systems Windows XP / Windows-7.
- Installation of software, drivers.
- Assembling and configuring computers.
- Setting up network equipment
- Setting up D-link, Tp-Link, Zyxel routers.
- Maintenance of peripheral office equipment (HP, Samsung)
- Maintenance of fax machines
- installation and operation in MS Office 2003.2007 software, AdobePhotoshop, FineReader, CorelDRAW, antiviruses (NOD32, Kaspersky AV, Dr.Web, Comodo, Avira), multimedia.

## **Studii: Superioare**

### **Ukraine, Odessa, National University "Odessa Law Academy"**

*Absolvit în: 2007*

Facultatea: civil and economic justice

Specialitatea: jurist

## **Cursuri, training-uri**

### **System administrator**

*Absolvit în 2022*

Organizator: Computer Academy "IT STEP"

### **"QA Testing"**

*Absolvit în 2018*

Organizator: SPALAH it-school

### **«Basic Web & SQL for software testing»**

*Absolvit în 2017*

Organizator: IT specialist training center "SKILL UP"

### **"System Management Tools"**

*Absolvit în 2008*

Organizator: Consulting center "Business Service", training program