

CURRICULUM VITAE

1. **Full name:** *Anar Mamedov*
2. **Date of birth:** *11/05/1975*
3. **Place of birth:** *Baku, Azerbaijan*
4. **Civil status:** *Married, 3 children*
5. **Contact phones:** *+994 12 598 27 18*

6. **Professional experience**

Organization	TRACECA Permanent Secretariat of Intergovernmental Commission
Period	October 2001 – up to date
Location	Baku
Position	IT Specialist/System Administrator
Duties	<ul style="list-style-type: none"> • Initiation, maintenance and administration of the PS Domain Controller; • Local area network maintenance and administration; • Provision of connections to the Internet for all LAN users, as well as to ensure the effective operation of a dedicated internet line; • Protection from external intrusions using of network hardware and software tools; • Initiation, maintenance and administration of the PS Mail Server; • Setup and regular update Mail Server antivirus software; • Regular update of TRACECA web-site; • Setup and administration of the Corporate Antivirus software; • Technical/IT support to the PS TRACECA headquarter in Baku during the annual conferences, senior management meetings and workshops; • Installation of required software for PS users; • Regular maintenance of the office hardware, troubleshooting; • Setting up of simultaneous interpretation equipment; • Necessary scan, print and design works; • Backup operations; • Regular reporting to the senior management on required improvements/upgrades of the office hardware/equipment.

Organization	«SmartCom» Company
Period	October 2000 – May 2001
Location	Baku
Position	Cashier
Duties	<ul style="list-style-type: none"> • cash operations and accounting, • company's transfers, accounts receivable.

Organization	«Moscow Lottery» Joint-Stock Company
Period	October 1996 – September 1997
Location	Baku
Position	Contracts Department Manager
Duties	<ul style="list-style-type: none"> • negotiations with potential customers; • contracts management.

7. Education

Period	1992 - 1997
Institute	University "Azerbaijan"
Faculty	Department of Economy
Specialty	Tax Law and Tax Policy

8. Courses attended

April 2001-August 2001	English Courses, British Council
July 2003-August 2003	«Administration of Microsoft Windows-2000 Server»

9. Languages skills:

Azeri – native
Russian – fluent
English – fluent
Turkish - spoken

10. Trade specific skills:

Capable of use all office hardware and software:

- Setup, installation and configuration for all purposes of all Microsoft Operation Systems(Domain Controller, Active Directory ,DNS ,DHCP ,RRAS)
- Mail Server Installation and administration;
- Installation and configuration of Proxy Server and NAT;
- Setup and configuration of Virus Protection and Security Software (Firewalls) for stand alone PC and the whole network,
- Setup and configuration of most popular software and hardware.

**References and any additional information are available upon request.*