

## 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**

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

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

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

### **7. Education**

<b>Period</b>	1992 - 1997
<b>Institute</b>	University "Azerbaijan"
<b>Faculty</b>	Department of Economy
<b>Specialty</b>	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.*