



Mohammad Pour Yazdan

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SUMMARY

- Profile: Male , 41 , Married
- Nationality: Iran
- Current Location: Iran, Tehran
- Current Position: change manager
- Company: Emdad Khodro Saipa
- Military Service: Completed
- Salary expectation: 350000000 IRR , Per month

WORK EXPERIENCE



Jan 2005 - Jun 2006 **AVA**

Iran, Tehran

Sales and Marketing
Expert

As a sales specialist for special promotional gifts



Nov 2010 -

EmdadKhodroSaipa Iran, Tehran

In charge of support
Hardware and
software

In charge of support Hardware and software, EmdadKhodroSaipa

My duties include:

- 1) As responsible and accountable for accident management in Saipa Car Relief.
- 2) Registered as a follow-up team to manage the change of events
- 3) As a member of the test management team, I test the changes made and finally deliver the changes.
- 4) Registration, integration and distribution of applications submitted by applicants.
- 5) Manage the hardware used by each user
- 6) Training and guidance of users inside and outside the organization
- 7) Directly responsible for communicating IT projects with contractors
- 8) Analysis of development requests to improve the ongoing project

- 9) Responsible for managing user access to integrated systems
- 10) Launching, installing, operating the mobile application of rescuers for 600 users in the country
- 11) Setting up, installing and operating mobile service applications for 50 users in the country.
- 12) Responsible for the project of changing the financial and administrative software package to Chargon
- 13) Responsible for the project of changing the infrastructure of the call center network based on the telephone under the network. (VOIP)
- 14) Responsible for the project of upgrading the Internet portal from the 2010 to 2013 version on the SharePoint platform.
- 15) Responsible for changes and support of the internal portal based on SharePoint 2010.
- 16) Responsible for Project Management Site Support Officer (EPM).
- 17) Skills by installing SharePoint 2010 on the server.
- 18) Familiar with installation, Oracle Database.
- 19) Familiar with SQL management
- 20) Familiar with asp.net C #
- 21) Familiar with BPMN2



Jun 2019 -

**Emdad Khodro
Saipa**

Iran, Tehran

change manager

A change manager will play a key role in ensuring projects (change initiatives) meet objectives on time and on budget by increasing employee adoption and usage. This person will focus on the people side of change, including changes to business processes, systems and technology, job roles and organization structures.



Jan 2018 -

emdadkhodrosaipa Iran, Tehran

event/incident/
problem manager

Events Manager is a full-featured event registration plugin for WordPress based on the principles of flexibility, reliability and powerful features!

incident manager is a term describing the activities of an organization to identify, analyze, and correct hazards to prevent a future re-occurrence. If not managed, an incident can escalate into an emergency, crisis or a disaster.

The primary objectives of problem management are to prevent problems and resulting incidents from happening, to eliminate recurring incidents, and to minimize the impact of incidents that cannot be prevented. The

Information Technology Infrastructure Library defines a problem as the cause of one or more incidents.



Oct 2010 -

EmdadKHodroSaipaIran, Tehran

IT man

Supervisor of Mechanized Systems Support



Jun 2007 - Nov 2010 **Alborzpart**

Iran, Tehren

IT Director

Working as a manager in the IT department.

My duties include :

- 1) Design and Development of the Network Systems in both wire and wireless type
- 2) Design and Development of the Paging Audio System
- 3) Design and Execution, Exploit and Troubleshooting of the Windows Server and Damian installation
- 4) Establishing the network communication requirements b/w two cities
- 5) Familiar with the VOIP system and the supervision and controlling cameras as well as Executing it
- 6) Familiar with the establishment of UPS Units as well as Executing it.



Aug 2006 - Jun 2007 **IRIB**

Iran, Tehran

System expert

Working as an administrator of the network in the IRIB and performance assessment of the film project for budget determination.



Aug 2005 - Dec 2005 **Parsian e-commerce**

Iran, Tehran

Salles expert

Working as an Expert for marketing issues of the Parsian Bank Electronic Cards and Promoting the E- banking.

EDUCATION



2001 - 2005 **Kar univercity**

Iran, Tehran



SKILLS

<i>UML</i>	Intermediate
<i>Microsoft SharePoint</i>	Advanced
<i>BPMN</i>	Intermediate
<i>MCSE2016</i>	Expert
<i>Project Management</i>	Advanced
<i>MCSE2016</i>	Expert
<i>ITIL</i>	Expert
<i>MCSE 2012</i>	Expert
<i>Scurm</i>	Intermediate

LANGUAGES

- **English** Upper intermediate

CERTIFICATES

2013	CQM Academy <i>EFQM</i>
2018	chargoon <i>Training in organizational relationships and using the select receiver tool</i>
2017	industrial research & training center of Iran <i>Strategic thinking</i>
2016	chargoon <i>Server maintenance</i>
2017	Iranian academy for management of technology <i>principles & concepts of management of technology</i>
2016	Sematec <i>Software Reequipment Analysis : A practical Approach</i>

2016	barnamenevish <i>C# and Asp.net</i>	
2015	industrial research & training center of Iran <i>Risk Management</i>	
2013	sematec <i>Iso27001:2013</i>	
2015	Sema tec <i>ITIL</i>	Iran
2012	VistaRayan <i>SharePoint</i>	Iran
2012	Sematec <i>UML</i>	Iran
2011	Bari samane <i>Oracle data base</i>	Iran

ABOUT ME

SKILLS SOFTWARE: ICDL completely (word, excel, power point, internet ,outlook, windows)Photoshop , visio , MSP,Share point 2010. SharePoint designer, Ability to research and find variety topics in internet. Able to develop and implement policy and procedure .Share point 2013. SharePoint designer2013, Familiar with ITIL processes;(Incident manager, problem manager, Change manager,..) Expert in the provision of professional information technology proposals and RFP. • Team leadership and management, has a team work spirit • Understand the nature of business • Social relations • Create and manage change • Creating a balance between method and strategy • Having the courage to avoid the insight and performance errors of top IT managers • Balancing R&D and application • Proper communication with IT consultants • Identify strategic turning points • Awareness of proper internal management in the project process and outsourcing • Familiarity with rights in information technology • Assess the organization's IT needs and find ways to improve existing products and systems to increase productivity, security and efficiency • Recommending updates and advances in top management, explaining the main benefits of new technology-based investments for the organization • Develop and oversee IT policy, security measures, and best practices for the company or organization • Planning and monitoring IT projects such as upgrades, switching structures, system upgrades and preventing outages • Manage IT team members, help evaluate performance, and provide guidance for progress in the company or organization • Identify IT training opportunities and develop classes to teach employees how to make optimal use of existing products and systems