CV

Name : Vahid Khabbazi   Date of Birth : 19/12/1982   Place of Birth : Tehran – IRAN

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Key Skills

- Good communication skills English & Persian
- Microsoft windows xp , 7 , 8.1 , 10 , 11 , server 2003 , 2008r2 & 2012 , 2016 semi-professional user
- Installing and Configuration of above windows
- Microsoft Sql server 2000 ,2008 , 2014 , 2016 & 2018 semi-professional admin , installing and Configuration
- Configuration and management of replication in SQLserver
- Good user in all areas of Microsoft Office, including Access, Excel, Word , Visio and PowerPoint
- Network+ (Configuring wired & wireless networks) , file sharing
- Professional user of Financial software with Academic certificates in field of accounting , purchase , sales , warehouse , treasury , salary , assets & produce
- Professional user of administrative software in field of correspondence, secretariat, archives, organization forms which is related to BPMS systems (Form Designer & Workflow Management)
- Professional user of CRM (Customer Relationship management) system
- Administration of CMS for website with wordpress and CMS solutions
- Administrator & management of social apps (Instagram – Telegram – WhatsApp – Twitter)
- Generating Cyberspace Content (Instagram – Site – Telegram – WhatsApp – Twitter)
- Date Entry Expert

Employment History

Sales , Marketing & Social Media Manager , Meftah Soft Co., Tehran
(March 2019 – May 2023)

Services Manager , Paya Software Solution(PSS), Tehran
(September 2013 – march 2019)

Achievements and responsibilities:
- Marketing of Administrative web-based software
- Selling the product to the leads or customers
- Planning for installing and educating of sold software
- Maintenance for sold software

Sales expert , Paya Software Solution(PSS), Tehran
(June 2012 – August 2013)

Achievements and responsibilities:

Sales manager, Meftah Soft Co., Tehran
(july 2005 – may 2012)
Achievements and responsibilities:
- Marketing and Selling financial software
- Maintaining and organising the company filing system

- Typing all necessary documents and correspondence as required
- Printing any supplementary notes as required
- Running professional errands

Education

Payam Noor University
(october 2020 – Present)

Business Administration (E-commerce) Master Degree

Islamic Azad University
(January 2000 – June 2008)

English simultaneous interpreter Bachelor Degree

Industrial Management Organization
(February 2004 – September 2004)

Specialized courses in Business Management

Sadafnet Accounting Education Center
(October 2003 – December 2003)

Accounting in the field of Sales , Services & produce

Contronic Technology Co.
(April 2000 – September 2000)

Installing , Usage and Configuration of windows

Network+ Certificate
(2019)