

CURRICULUM VITAE

Personal data:

Name: **CIPRIAN CONSTANTIN GHITA**

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PROFESSIONAL TRAINING:

- Faculty of Management - ROMANIAN ACADEMY OF MANAGEMENT –(1990 – 1995)
- Account Training – PICON S.A. (1994)
- Microsoft Certified Professional – LOGIMAX (2000)
- IBM PC Architecture – IBM PC Institute (2002)
- Microsoft OEM Preinstallation Specialist (98,Me, 2000,XP) – MICROSOFT Romania (2002)
- Projecting networks LAN & WAN (active & pasive equipments) – TORNADO (2002)
- IBM PC Architecture, Release 20 - IBM PC Institute (2004)
- IBM Warranty Basics for Technicians - IBM PC Institute (2004)
- IBM Warranty Basics for Administrators - IBM PC Institute (2004)
- IBM Mobile Systems - IBM PC Institute (2004)
- IBM Desktop Systems - IBM PC Institute (2004)
- IBM ThinkVantage Technologies - IBM PC Institute (2004)



FOREIGN LANGUAGES:

- English : Write – good ; Read – good ; speak - good
- France : Write – beginner ; Read – beginner ; Speak – beginner
- Spanish: Write – good ; Read – good ; Speak – good
- Catalan: Write – beginner; Read – beginner; Speak - beginner

SKILLS:

- Strong knowledge of accounting, financial analyses, cash-flow
- Technical Project Management Knowledge
- **IT technical – software:**
 - o Advance level - DOS, Windows (3.11, 95, 98, NT, 2000/XP), Office (Microsoft, Corel), MS Windows Servers (MS Exchange, MS SQL, MS ISA), Planning Network diagrams, multimedia & broadcasting, business applications, cyber cafes applications.
 - o Medium level – Fox Pro, Web Design, 3D Design, MS Project, MS Visio, Seagate Crystal Reports, Adobe Premiere, Adobe Photoshop, Corel Draw
 - o Beginner level: Linux, Primavera, WizCount, Visual Studio, Dreamweaver.
 - o Applications: Atlantis, Capital, Ciel, Win Contab, Platphorma, SAP Portals.
- **IT Technical – hardware:**
 - o Advance level: Configuring & diagnostic PC's (Compaq, IBM, Fujitsu, No names), configure, install & diagnostic Servers (IBM & Compaq) with racks & accessories, design, plan and execute networks and cabling structures.
 - o Medium level: configure LAN & WAN equipments (switches, firewalls, Hubs, modem)
 - o Video surveillance houses, shops, warehouses, recording, internet.
 - o VOIP Systems : Installing & configuring VoIP PBX & systems, contact suppliers

WORK EXPERIENCE:

- **Dec 2009 – Present:** IT Network Administrator – WAYTOSTAY.COM – Barcelona
 - o Responsibilities: daily technical users support for 30-50 users, administering servers, maintaining PC's, prepare & configure PCs for new users, maintain database with all equipment's warranty, supervising sales and buy for PCs and accessories, relation with suppliers, KPI activity reports, VOIP system.
- **Aug 2004 – Nov 2009:** IT Technical Support Manager – CIPIX BCN SERVICES Barcelona
 - o Responsibilities: monthly technical maintenance for 15 cyber cafes and 3 small companies (5-30 users), administering servers, maintaining PC's, users IT support, prepare & configure PCs for clients, maintain database with all equipments warranty, technical support for clients & employees, supervising sales and buy for PCs and accessories, relation with suppliers, VOIP systems
 - o Achievements: Create an INTRANET / EXTRANET with MS Small Business Server 2003 for a local company www.waytostay.com
- **Jan 2003 – Aug 2004:** Product Manager SAP Portals – SOFTWIN srl
 - o Responsibilities: Prepare the commercial & technical offer solution of SAP Portals, find the market resources, maintain the relations with clients and database clients, present to clients the SAP solution, prepare the technical project plan and specifications for implementing projects, prepare the technical environment (hardware & software) for Test & Production Configurations. Technical Team leader.
 - o Achievements:
 - I participate in BCR Portal Project (a major Romanian Bank – Banca Comerciala Romana) with technical specifications, architecture solution design, hardware architecture design, team leader support. www.bcr.ro is a SAP Enterprise Portal solution based
 - I participate in BRAU UNION Portal Project with technical specifications, architecture solution design, hardware architecture design, team leader support. SAP Enterprise Portals and HP Itanium Servers with HP-UX.
- **Feb 2002 – Nov 2002:** IBM & Compaq Presales Consultant - Sysware Romania
 - o Responsibilities: search & prepare the technical solutions for BIDs (IBM, Compaq, Fujitsu), technical support for clients, configure Servers & PCs for clients.
 - o Achievements:
 - I participate in ROMATSA Project Romanian Air Traffic Supervising Institution. Project scope - New Information System for Training in air traffic supervising. I participate in this project at part of Logistic & Technical Team. I prepared the technical documentations, delivering, *installing and configuring 2 IBM Cluster Servers and 100 IBM PC's.*
- **Mar 2001 – Feb 2002:** Network Administrator – Sysware Romania
 - o Responsibilities: technical support for clients & employees, administration (hardware & software) local network & 5 servers, prepare & configure Servers, networks & PCs for clients, creating & watching rules for Internet browsing and e-mail.
- **Mar 2000 – Mar 2001:** IT Project Engineer Compaq Division - Sysware Romania
 - o Responsibilities: prepare, configure & deliver Servers & PCs for clients, maintain database with all equipments warranty, technical support for clients & employees, maintain (hardware & software) local network & servers.
 - o Achievements:
 - I participate in ROMTELECOM Project with technical specifications, architecture solution design, hardware architecture design, technical team leader support. I install, configured and prepare 3000PCs and servers for ROMTELECOM Branches.
- **Jul. 1999 – Feb 2000:** IT Technical & Sales Supervisor – Blue Mark Computers
 - o Responsibilities: prepare & configure PCs for clients, maintain database with all equipments warranty, technical support for clients & employees, supervising sales for PCs and accessories, relation with suppliers, cash-flow between branch & central.
- **Feb. 1999 – Jun. 1999:** Branch Manager – COSMOS TRADING S.r.l (branch Sibiu)
 - o Responsibilities:
 - coordinating logistic activity: delivering goods to customers, supply from central warehouse, maintenance for all cars & buildings, warehouse

- coordinating financial activity: general ledger, relation with customers, relation with service suppliers & banks, cash-flow between branches & center
- financial reports for management & top management to central offices
- Coordinating human resources activity: creating internal procedures & rules, in-out employees.
- Coordinating sales activity: creating & watching schedules for clients meetings for sales agents, watching activity, results & compare reports from sales agents.
- **Oct. 1997 – Jan. 1999:** Financial Manager Assistant – COSMOS TRADING s.r.l. Bucuresti
 - Responsibilities: General ledger, financial relation with suppliers & banks, cash-flow between branches & center, financial reports for management & top management
- **Jan. 1995 – Jun. 1996:** Chief Account, Personal Department, Depart. Suppliers – clients, network administrator – EDITURA VOX Bucuresti
 - Responsibilities: General ledger, human resources activity, financial relation with suppliers & banks, inventory, administering the local network & PCs.
- **Jan. 1992 – Nov. 1994:** Account, Commercial Manager : S.C. SILVANIA s.r.l. Oradea
 - Responsibilities: General ledger, coordinating production & commercial activity (supply, prepare the materials, prepare the products for sale, sales)
- **Jul 1990 – Dec. 1991:** Electro-technician: PRODPLAST S.A. Bucuresti

MENTIONS:

- Driving license category. B (since 1994)
- I am a not smoker.
- I have a dynamic spirit, capable of learning fast everything that its new and able to find solutions fast and efficient in order to resolve a possible crises situation; I like to came up with new ideas and I am always looking for one; I easily feet in a new environment and I enjoy working together with my colleges as a team and to help them in case they need to

DESIRE JOBS:

- IT Technical (support, service hardware & software, maintaining, administrating)
- IT Consulting (prepare offers, prepare systems, prepare IT solutions)
- Financial (reports, cash flow, general ledger)

DESIRE SALARY:

- In conformity with my experience and local job market, negotiable.

REFERENCES:

- Eugen Valeriu Popa - ex. Direct manager
 - IT Technical Manager in Sysware Romania - www.sysware.ro
 - Mobile: 004 0726 700 700
 - E-mail: eugenvaleriu@gmail.com
- Ronald van der Bijl - General Director WayToStay
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