

# 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 – good; 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), Windows Servers (MS Exchange, MS SQL, MS ISA), Planning Network diagrams, multimedia & broadcasting, 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, Macromedia
  - 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:

- **Aug 2004 – Present:** IT Technical Support Manager – CIPIX BCN SERVICES Barcelona
  - o Responsibilities: monthly technical maintenance for 6 cyber cafes and 3 companies, 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:
    - Offering technical support and create INTRANET / EXTRANET with MS Small Business Server 2003 for a local company [www.waytostay.com](http://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](http://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 – iun. 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 boss
  - IT Technical Manager in Sysware Romania - [www.sysware.ro](http://www.sysware.ro)
  - Mobile: 004 0726 700 700
  - E-mail: [eugenvaleriu@gmail.com](mailto:eugenvaleriu@gmail.com)
- Ronald van der Biljs - General Director WayToStay
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