



**Gulfjobseeker.com CV No:** **1487610**

**Professional Work**

**Sales Representative**

**R&J Enterprises (Computer Parts and Repair), Aparri, Cagayan Valley Philippines**

***July 2012 – June 2013***

* Recognize the need of the consumer and provide detailed information about the technical specifications of the computer hardware / software.
* Advises customers on technical matters and recommends appropriate computer configurations.
* Installing cartilage and inkjet for printer and refills.
* Checks inventory to ensure orders are in stock.
* Creating fliers for price lists and marketing strategies.
* Making quotations and LPO for purchase and queries.

**Secretary cum IT Personnel**

**Local Government Unit (LGU), Valley Philippines**

***July 2013 – September 2015***

* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Prepare and organize paperwork and other materials as needed for meetings and conferences.
* Maintain office scheduling and event calendars.
* Set up and handle incoming mail and office filing systems.
* Prepare documents requesting by the clients.
* Complete forms and attach necessary documents needed.
* Make visual presentation for events and campaigns.
* Setting up new computer units
* Troubleshoot and Diagnose computer minor issues.

**TRAININGS & SEMINARS**

* **Y4IT Congress**

Quezon City-Manila

September 23-25, 2010

* **Networking Workshop**

Cagayan State University

October 9, 2010

* **Echo Seminar Leadership Transformation Workshop**

Cagayan State University

October 16, 2010

* **Y4IT Congress**

Cagayan State University

October 17, 2010

**Qualifications**

* Strong verbal and personal communication skills.
* Decision making, critical thinking.

Self-motivated, initiative, maintains a high level of energy.

* Accuracy and Attention to details.

Tolerant and flexible, adjusts to different situations.

* Organization and prioritization skills.
* Problem analysis, use of judgment and ability to solve problems efficiently.

**Technical Skills**

MS Office Suite

Adobe Acrobat

Photoshop

HTML

**Education Background**

**BS Information Technology**

CAGAYAN STATE UNIVERSITY

Cagayan – 2007-2011