**First Name of Application CV No 1623756**

Whatsapp Mobile: +971504753686



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**To: The Recruitment Manager**

**Dear Ma’am/Sir,**

Greetings!

I would like to express my utmost interest to apply for a suitable job at your very prestigious company.

I’m an IT Professional with more than 9 years combined experience in IT Support, IT Teaching and Document Controlling.

For more detailed information on my previous work experiences and education, please refer to my Curriculum Vitae attached herewith. I hope that you will find my qualifications suitable to your requirements. I am sincerely looking forward to be part of your team.

I would welcome the opportunity to discuss how I could help you fulfill your corporate needs. I can be reached at my email address (nickguzman14@yahoo.com) or by phone at +971-561881390.

Thank you very much for your time and consideration. God Bless.

Sincerely yours,

A motivated and highly-skilled graduate of Bachelor of Science in Management Information System, who is keen on applying academic foundation and professional experiences. Accustomed in providing integral support and troubleshooting issues related to network, computer hardware and software installation and setup. Well experience in assisting Information System Managers in hardware and software evaluation and recommendation. Can thrives under-pressure in a fast-paced environment and adapt quickly to new technologies and skills.

**AREA OF EXPERTISE**

* Network Configuration and Setup
* Computer Repair and Troubleshoot
* Knowledgeable in Windows, Linux (Ubuntu), Mac Operating System
* Data Recovery and Data Back-up
* MS Office Application (2003, 2007, 2010, 2013)
* Hardware and Software Installation and set-up
* Adobe Photoshop application

**PROFESSIONAL EXPERIENCE:**

**Computer Maintenance Technologist Jan. 2013 - Dec. 2015**

* Responsible for preventive maintenance of all computers hardware, software, network structure, printer and other technology equipments.
* Responsible for data files back-up.
* Responsible for equipments testing and adjust it to appropriate standards.
* Provides assistance to IS Managers in hardware evaluation and recommendation specially when it comes to wired and wireless local area network (LAN) capabilities
* Installing and configuring computer hardware operating systems and applications
* Monitoring and maintaining computer systems and networks
* Troubleshooting system and network problems and diagnosing and solving hardware or software faults
* Resolving technical and applications problems, either over phone, in person or remotely
* Replacing parts as required
* Providing support, including procedural documentation and relevant reports
* Preparing monthly activity reports as defined by the management
* Establishing a good working relationship with colleagues.
* Testing and evaluating new technology.
* Assist helpdesk team in answering and logging of incidents
* Assist System Administrators in the installation and configuration of Servers
* Assist System Administrators in the administration and configuration of assigned systems

**Part Time Instructor Oct. 2008 - Mar 2009**

College of Nursing and Midwifery

* Develops syllabi that clearly outline the course requirements, rationale, goals, and objectives. Submits digital copies of syllabi and course handouts to the Office of Academic Affairs each semester.
* Selects textbooks and other resources for the class.
* Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course.
* Teaches courses according to the PIU catalog descriptions and in accordance with defined course standards and outcomes
* Creates a learning environment that encourages student involvement and participation.
* Documents students’ attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade.
* Submits course grades to the Registrar by the assigned date.
* Is accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success, life goals, and spiritual development.
* Maintains posted office hours and when possible participates in chapel and other school related.

**Administrative Assistant / Document Controller Jul. 2006 -Dec 2012**

College of Nursing and Midwifery

* Maintain accurate database records.
* Operate other office equipments.
* Provide reports on various topics to the supervisor.
* Provide Administrative support for the College Dean and other managers as assigned.
* Coordinate Office activities to support those of other administrative areas
* Manage the telephone and electronic communications of the office.
* Coordinate and schedule operational area meetings, special events and other events as required.
* Create, transcribe, and distribute meeting agendas and minutes.
* Maintain knowledge of University policy and procedures.
* Direct inquiries of students, faculty, staff and visitors to appropriate areas.
* Support staff in assigned project-based work.
* Collect and maintain inventory of office equipment and supplies.
* Arrange for repair and maintenance of all office equipment.
* Collect, sort, and distribute incoming correspondence, including regular mail, email and faxes.
* Serve as back-up to the Executive Assistant to the Vice President.

**SEMINAR AND TRAININGS:**

**Advance Computer Training**

Civil Service Commission

October 29-30, 2013

**Basic Technical Training of Cyberoam Identity-Based Unified Threat Management**

NetPlay Inc.

September 8, 2015

**Networking Essentials with Introduction to CISCO Networking Equipment**

NTS Technology Solutions

October 10 2015

**EDUCATIONAL BACKGROUND:**

Graduate of Bachelor of Science in Management Information System

School : Bataan Peninsula State University

Year : March 2006

Graduate of Associate in Computer Technology

School : Bataan Peninsula State University

Year : March 2002

**PERSONAL BACKGROUND:**

Date of Birth : March 15 1980

Sex : Male

Civil Status : Married