**First Name of Application CV No 1641006**

Whatsapp Mobile: +971504753686



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**Objective:**

To seek for a competitive job that will enhance acquired skills and talents toward the attainment of the company’s goal.

**TECHNICAL SKILLS:**

* Knowledgeable in MS Office Application(Word,Excel,Powerpoint,Outlook)
* Knowledgeable in HTML and CSS
* Installing and configuring computer hardware operating systems and applications
* Monitoring and maintaining computer systems and networks
* Troubleshooting system, network problems, diagnosing and solving hardware or software faults
* Typing skills – 65WPM

**WORK EXPERIENCE:**

**IT TECHNICAL SUPPORT**

**ActivAsia Inc**

Mc Arthur Highway, Pillar Village

City of San Fernando

Pampanga, Philippines

October 1, 2014 – October 10, 2015

**Job Description**

* Provides assistance in the use of personal computer hardware, software, and specialized mainframe technology or operates a multi-platform computer environment or monitors the production scheduling, execution, and successful completion of production jobs;
* Sets up and configures desktop computers, peripherals and accounts assigning security level;
* Installs software and installs and repairs hardware and peripherals;
* Tests programs;
* Troubleshoots, diagnoses problems, implements corrective action procedures within prescribed guidelines and/or escalates to other technical resources as appropriate;
* Maintains systems and databases;

* Administers user accounts;
* Designs and produces basic reports;
* Sets up and submits production jobs and edits and debugs computer output;

* Transfers computer files between platforms;

* Provides basic troubleshooting, repair and maintenance for computer equipment (e.g. microcomputers, disk drives, and laser printers) and may assist with testing personal computers and peripherals on a network to diagnose, hardware versus software problems;

* Acts as a customer liaison for the computing operation, communicating, resolving, and/or initiating the resolution of problems and concerns;

* Arranges for distribution of output to customer;
* Maintains records;

* Contributes to unit goals by accomplishing related duties as required.

**DATA-ENTRY OPERATOR**

**N. Canlas Enterprises**

Balangcas Sto. Tomas

Pampanga, Philippines

June 1, 2013 – August 23, 2014

**Job Description**

* Review and check applications and supporting documents
* Code and process applications into required electronic format
* Scan documents into database
* Load information onto prescribed databases
* Maintain complete activity logs and prepare reports
* Respond to requests for information and statistics
* Retrieve and present required information in various formats
* Manage application changes
* Communicate with applicants telephonically and in person
* Provide guidance and information on application requirements

**ON-THE-JOB TRAINING**

**Pampanga High School**

Lourdes

City of San Fernando

Pampanga, Philippines

January 7, 2013 – March 29, 2013 (486 hrs.)

**Duties**

* Trouble Shooting
* Computer Networking
* Installing computer hardware and software
* Perform variety of duties assigned.

**EDUCATIONAL BACKGROUND:**

**TERTIARY LEVEL**

 ***Bachelor of Science in Information Technology***

 2008-2013 **STI College**

 City of San Fernando, Pampanga, Philippines

**SECONDARY LEVEL**

 2004-2008 **New Era University (Pampanga Branch)**

 City of San Fernando, Pampanga, Philippines

**PRIMARY LEVEL**

 2000-2004 **San Fernando Elementary School**

 City of San Fernando, Pampanga, Philippines

 1996-2000 **Asian Montessori Center Inc.**

 City of San Fernando, Pampanga, Philippines

**PERSONAL PROFILE:**

 Age: 23 years old

 Civil Status: Single

 Gender: Male

 Date of Birth: June 13, 1992

 Religion: Christianity

**PERSONAL QUALITIES:**

* Organizational and planning skills
* Data collection and Management
* Dependable
* Responsible
* Optimistic
* Hard Working
* Result Oriented
* Resourceful
* Confidentiality