**First Name of Application CV No 1648248**

Whatsapp Mobile: +971504753686



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**OBJECTIVE**

 I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively

**Educational Background**

May 2009 – June 2014 **Bachelor of Science in Information Technology,** University of the Assumption

**Work Experience**

**October 2008 to present, Tolentino Photo and Video - Layout Artist, Editor, Photographer, Computer Technician**

* Operates Tarpaulin Machine
* Layout Artist and Picture Editor
* Editing/ Printing Pictures for ID, Passport, Photo shoots,Brochure
* Making Collages compiled in albums
* Set-up Photobooth
* Substitute Photographer in the absence of the Official Photographer

**June to October,2013 Social Security System (SSS) - Data Encoder/ Staff Assistan**t

* Responsible in Processing of claims of members.
* Verified accuracy of data in the system.
* Upload and download reports as required by management.
* Diagnose and troubleshoot computer system.
* Terminate and connect electrical wiring and electronic circuits.

**February to May, 2013 Xavier Computer Center – IT Support/ CCTV Installer**

**IT Support**

* Provided technical assistance to customers on inbound telephone tech support calls.
* Used remote access to perform troubleshooting when needed.
* Walked customers through step-by-step process for troubleshooting hardware issues.
* Assisted customers with anti-virus program installations and virus removals.
* Used good problem-solving skills for troubleshooting problems.
* Used great customer-service skills.
* Installed and maintained company's computer systems and network.
* Performed upgrades and installed updates.
* Completed troubleshooting and repair when computers had problems.
* Assisted office staff with computer application questions.
* Conducted computer technology training with all new staff.
* Recommended computer products and applications to improve productivity.

**CCTV Installer**

* Strong experience in installing CCTV devices
* Monitored the cameras that were installed in the system with the help of the wireless data transfers.
* Prepared equipments for installation by gathering all the necessary equipments, tools and supplies

**August 2010 to December, 2012 Student Assistant**

* Maintained the condition of the computer as a Computer Room-in-charge.

**Achievements**

22 March, 2013 **Computer Hardware Servicing**

Technical Education and Skills Development

National Certification II Certificate No. 13030502009518

**Personal Information:**

Birthdate : October 1, 1991

 Age : 24

 Gender : Male

 Religion : Roman Catholic

 Citizenship : Filipino

 Dialect : English/Tagalog

* Good in oral and written communication using English and Filipino.
* Can work long hours in a stressful environment.
* With knowledge in networking and PC trouble shooting.

**Proficient in the following software:**

Operating System : Win98, Win XP, Win2000, Win2000 Advanced Server, WinNT

Programming language : Visual Basic

DBMS : MS Access, SQL Server 2000, Oracle 9

Web Development Tools : FrontPage, HTML, Macromedia Flash/Dreamweaver/Fireworks

Report Formatting Tools : Crystal Report 8.5

Graphic Design : Adobe Photoshop, Adobe Image Ready, Corel Draw

Others : MS Office, Ability Office, Open Office, Visio Professional

**Seminars Attended**

**Student Conference on Information Technology Education (SCITE)**

Bren Z. Guiao Convention Center, City of San Fernando, Pampanga

February 01, 2013

**Information Technology Trends**

Getting Acquainted with PHP

University of the Assumption

September 27, 2012

**Students Assembly on I.T Education (SAITE)**

SM City Baliwag, Baliwag, Bulacan

August 26, 2011

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