**OBJECTIVE**

To build a career that will expose me to a various experiences wherein I can use my skills and ability in performing work duties and responsibilities and To secure a position to a well reputable organization in a stable environment that will lead to a lasting relationship in the field of information technology.

**EDUCATIONAL BACKGROUND**

**2007-2011** Bachelor of Science in Information Technology

Major in Software Development

**Colegio de San Juan de Letran – Manila**

, Manila

**2003-2007** Secondary Education

**De La Salle University-Lipa**

Lipa City

**QUALIFICATION SUMMARY**

A computer Literate that has excellent interpersonal skills, well organized with positive approach towards work, has the ability to handle multiple tasks effectively and can work under pressure. Very trainable, punctual, responsible and willing to learn

**SKILLS**

Proficient in various computer applications like Microsoft Office, Adobe Flash, Microsoft Visual Studio, Microsoft SQL Server, PHP, JAVA and SAP Business One, Proficient in installing, configuring and troubleshooting Hardware and Software Applications like Windows, Mac and Linux Operating systems, both Client and Server side. PC (hardware and Software), Network (LAN, WAN, cabling, routers, hub and switches etc.) troubleshooting.

**CERTIFICATIONS**

Microsoft Certified Professional (Microsoft .Net Framework 2.0 Application Development Foundation)

Analyzing Requirements and Defining Microsoft .NET Solution Architectures

Managing and Maintaining a Microsoft Windows Server 2003 Environment

Developing Microsoft ASP.NET Web Applications Using Visual Studio.Net

Installing and Configuring the Windows Vista Operating System

**SEMINAR ORGANIZED**

Information Security: Ethical Hacking

September 17, 2010

Colegio de San

**ON-THE-JOB TRAINING**

Philippine Long Distance Telephone Co. (PLDT)

November 2010 to February 2011

**WORK EXPERIENCE**

**IT Officer**

Siccion Marketing Inc.

March 2011- January 2012

**Duties and Responsibilities:**

Management and maintenance of the company’s server (Win2k3 Server).

* Management and maintenance of the server’s Active Directory.
* Schedules server backup (Files and SQL Server database).

Management and maintenance of the company’s network connections

* Router configuration, including security on internet access.
* Responsible for the installation of network cables.
* Responsible in communicating with the ISP if ever problems arise in internet connection.
* Troubleshoots and repair networking problems

Repair and Maintenance of Computers (Workstations and laptops)

* OS and software installations.
* Reformatting.
* Software and Hardware troubleshooting.
* Printer installation and troubleshooting.

Provides assistance to HR in timekeeping during Payroll

Preparation of the company’s monthly sales reports

Management of company’s existing system (sicmon)

* Code debugging(VB6 language)
* Making user accounts for new users.
* Aids users in concerns regarding the system.
* Encoding of inventory documents into the system.

Customized Report Generation using crystal reports(ver. IX and XI)

**IT/Application Specialist**

Incorporated

January 2012 – January 2014

**Duties and Responsibilities:**

Management and maintenance of the company’s servers

* Set up and Configuration of Servers(DELL)(physical servers)
* Management and maintenance of the server’s Active Directory (user accounts, hostnames etc.).
* Schedules and conducts servers’ backup (Files, Applications, and SQL Server databases).

Maintenance of the company’s network connections

* Network Repair and troubleshooting(switches, hub, routers, access points, IDF cabinets)
* Installation of network cables, hubs, switches.(office and production)

Repair and Maintenance of Computers (Workstations and laptops)

* OS and software installations.
* Reformatting.
* Software and Hardware troubleshooting.
* Printer installation and troubleshooting.
* PC Repair and PC disposal

Software Developer (web applications)

* Modify existing software to correct errors, allow it to adapt to new hardware, or to improve its performance
* Analyze user needs and software requirements to determine feasibility of design within time and cost constraints
* Design, develop and modify software systems, using scientific analysis and mathematical models to predict and measure outcome and consequences of design.

Sub in-charge as Companies’ virus security coordinator

**IT Application Specialist**

Inc.

January 2014 – Present

**Duties and Responsibilities:**

* Provide End User Hardware, Software and Application support during the working hours
* Manages assigned area of accounts with LIS
* Escalate the problem to related Regional/Global IT function if the problem cannot resolve locally at the site level
* Provide training and guidance to end User to ensure proper usage according to Roche policy and practice
* Perform IT equipment procurement according to User request with approval from IT Head
* Ensure that IT Infrastructure (server, LAN/WAN, computer system and Telephone system) running smoothly by performing proper maintenance
* Implement IT projects and ensure them to deliver on time, within budget according to specification

**SOFTWARES DEVELOPED**

Warehouse and Trucking Management System E-Kanban Creator System

Chenvel Svcs. Inc. (Thesis) Epson Precision (Philippines) Inc.

User Account Management System Parts Traceability Inquiry V

Epson Precision (Philippines) Inc. Epson Precision (Philippines) Inc.

**First Name of Application CV No:** **1655436**

Whatsapp Mobile: +971504753686

