

**C A R E E R O B J E C T I V E**

To continue pursuing a career in Information Technology, Administration, Network Engineering, and Focus on Applications & Advance communication that will capitalize on my strong interpersonal skills, management as well as Computer expertise and to excel as a hardcore achiever in the IT field taking pride in working in an Organization which offers a high degree of operational freedom & a professional environment giving achievers stable careers that sets no limit on growth.



**P R O F I L E**

Over 5 years total work experience in UAE and Philippines, with ability to work on own initiative, as part of a team and motivating team to achieve the objectives. Good analytical, Managerial and problem solving skills to maintain quality standards. Excellent communication and interpersonal team building skills and an ability to interact with people from all levels of business.



**C O M P U T E R & D E S I G N S K I L L S**

* HTML Knowledge
* Visual Basic 6 and Visual Basic 2008
* Adobe™ Photoshop/InDesign CS3/CS5
* MS Office and Excel Proficient
* Macromedia™ Flash
* Network installation and troubleshooting
* Internet Proficient
* Computer Software and Hardware Installation
* Logo Design



**P R O F E S S I O N A L E X P E R I E N C E**

**KNIGHT FRANK, DUBAI** May 04, 2014 – Present

Emaar Business Park, Dubai

*(Knight Frank provides the highest standards of quality and integrity in global residential and commercial property advisory services. Our reputation for uncompromising professionalism in everything we do is earned by serving our clients and earning their trust.)*

**Creative and Technical Support Specialist**

Job Responsibilities:

* Installation, configuration, maintenance and administration of servers (Domain Controller, Exchange 2003, 2007 and 2013) and other resources related to office LAN, network devices and also provide support for users issues (software & hardware) locally and remotely.
* Configuration of various IT equipment such as Routers, Switches, UPS Network Printers/Plotters etc. On-call & CA Service Desk Support for units that needs troubleshooting and maintenance.
* Responsible for Web Development and Design for first version of the company’s Official Website.
* Some websites includes:

Knight Frank Middle East website (http://www.knightfrank.ae)

Knight Frank Saudi Arabic website (http://www.knightfrank.com.sa)

* Administration of Connected backup for good system Backup & Restore policies and procedures. Install, configure and maintain the messaging infrastructure (MS Exchange 2010 in a multi-site environment).
* Outlook configuration and management, also providing IT helpdesk support to users.
* Monitoring & Managing Symantec antivirus on Server or Client. Installation and configuration of Cisco IP phones. Upgrade recommendations, equipment repairs/replacements, etc. Regular preventive maintenance of workstations, laptops and other IT related equipment.
* Worked closely with the Head of Marketing Communication in undertaking research, planning, and end-to-end execution of both above-the-line and below-the-line campaigns, and ensured their management and delivery are efficient and on schedule.
* Oversaw the development and implementation of marketing campaigns and ensured that objectives are achieved, helped plan and check expenditure against budget.
* Conceptualized and created designs for marketing collateral (websites, banners, brochures, posters, flyers, and business presentations), print and online advertisements, and e-marketing campaigns.
* Ensured marketing communication activities supported branding guidelines and engaged potential clients
* Photographed property events, PR activities, and construction updates, and ensured their presence across relevant websites and social media.
* Facilitated updates of news, press releases, and photos published in websites and social media.
* Sourced and assisted in selecting agencies and suppliers, and briefed them within a strategic framework.
* Managed day-to-day communication with third party companies including printers, PR agencies, and IT and software providers.
* Managed marketing-related documents including floor plans, fact sheets, tender briefs, event costing reports, and event calendars.

**PROSTAR BRANDS MARKETING INC.** Oct 22, 2012 – March 25, 2014

Philippines

**Management Information System Staff**

Job Responsibilities:

* Update financial and warehouse systems for new products, product pricing and client information updates.
* Maintain open communication to other department for any system inquiry particularly on financial and warehouse system.
* Check and validate encoded data in the financial and warehouse system to maintain and generate accurate system reports.
* Remotely troubleshoots and updates the system of other warehouses.
* Manage computer and system inventory.
* Maintenance of the Widows 2003 Server for security and latest windows updates.
* LAN/Network support.
* Hardware and software troubleshooting.

**PHILIPPINE BOOKFAIRS AND EDUCATION INC.** June 10, 2011 – August 24, 2012

Pasig City, Philippines

**Technical Staff/Graphic Artist**

Job Responsibilities:

* LAN/Network support.
* Hardware and software troubleshooting particularly
* Lay outing and design for tarpaulin and book templates
* Data Encoding



**S E M I N A R / W O R K S H O P S A T T E N D E D**

 **Microsoft Vista / Office 2007 Launch**

AMA Computer College of Pasig Campus (March 7, 2007)

* **Java beyond Applets**

AMA Computer College of Pasig Campus (April 11, 2007)

* **System Management**

AMA Computer College of Pasig Campus (June 23 2007)

* **Bluetooth Technology: An overview**

AMA Computer College of Pasig Campus (August 4, 2007)

* **Getting the Job You Wanted**

AMA Computer College of Pasig Campus (August 24, 2007)

* **Effective Writing for Documentation in Thesis/Research**

AMA Computer College of Pasig Campus (March 07, 2009)

* **Basic Statistics**

AMA Computer College of Pasig Campus (March 07, 2009)

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|  |  |  | **P E R S O N A L I N F O R M A T I O N** |
|  |  |  |  |
|  | Date of Birth | : | June 24, 1990 – 26 years old |
|  | Marital Status | : | Single |
|  | Religion | : | Christian |
|  | Nationality | : | Filipino |
|  | Language known | : | English, Filipino |

**First Name of Application CV No: 1670922**

Whatsapp Mobile: +971504753686

