**First Name of Application CV No 1680132**

Whatsapp Mobile: +971504753686



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| **PROFILE** |

* **Diploma in Computer Programming with Business System**
* **Under graduate in Associate in Computer Technology**

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| **EXPERIENCE SUMMARY** |

* **2 year** in Security Personnel
* **1 year** Audio-Visual Technician in Municipal Local Government Unit.
* **6 months** in Bookkeeper in Hospital Unit.

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| **KEY SKILLS AND COMPETENCIES** |

* Knowledge in Computer MS Office and Office Works
* Knowledge in Security and Safety Procedures.
* Physically fit able to lift heavy objects.

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| **EMPLOYMENT EXPERIENCE**  |

**Philippine Orthopedic Hospital Cente**r – Banawe St. Laloma Quezon City Philippines

 Position Held - as a Security Guard

* Responsible for monitoring and securing the area.

**Local Government Unit – Municipality of Cawayan Masbate Philippines**

Position Held – **Audio Visual Technician**.

* Troubleshoot & install printers, Scanner & Internet connection.
* Assist and teach new Staff in computer related problems.
* Member of audio and visual technician. Responsible in projector and sounds proper function.
* Also worked as Mayors assistant. Which is responsible in proper safekeeping of records on weekly unit meeting.

**Cawayan District Hospital – Cawayan, Masbate, Philippines**

 Position Held – **Bookkeeper.**

* Responsible in proper filling of patients medical records in computer data base.
* Make monthly report to Provincial Health Office regarding the daily number of patients and number of discharged and admitted cases.
* Troubleshoot computers and printers related problems.

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| **EDUCATIONAL BACKGROUND** |

**College**

Diploma in Computer Programming in Business System

STI-College Lerma Manila, Philippines

1999-2000BDUCATIONCKGROUND

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| **CERTIFICATION / TRAINING** |

1. ORIENTATION SEMINAR ON CIVIL SERVICE LAW AND RULES
2. BARANGAY NEWLY ELECTED OFFICIALS
3. REGIONAL FUROM ON BRGY. PLANNING & BUDGETING UPDATES
4. BASIC SAFETY TRAINING
5. **IN-SERVICE ENHANCEMENT SECURITY TRAINING COURSE**
6. **RE-TRAINING COURSE**
7. **AMGSCOR SHOOTING RANGE**

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| **PERSONAL DATA** |

Date of Birth : January 16, 1980

Place of Birth : Cawayan, Masbate

Civil Status : Married

Nationality : Filipino

Country : Philippines

Religion : Catholic