**First Name of Application CV No 1680510**

Whatsapp Mobile: +971504753686



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**CAREER OBJECTIVE**

To be able to assume a position where I could make the optimum use of my capabilities in a fair and challenging working atmosphere that offers personal and professional growth and security.

**SUMMARY OF QUALIFICATIONS**

* Resourceful and self-confident; can get the job done, and do it well.
* Strength in analyzing, researching, organizing, and problem solving.
* Equally effective working independently and in cooperation with others.
* Knowledgeable about Laptops, Desktops and IT related products.
* Computer literate, MS Office, PC Hardware & Software Installation, Security and Networking.
* Knowledgeable in VMware virtualization, Desktop Remote Control, Server 2008 installation,
* Fast learner, Trustworthy, hardworking and willing to learn more.

**WORKING EXPERIENCE**

* **Accounts Clerk cum Technician (**Saint Ferdinand College, Inc., Ilagan, Isabela**)**
* Meet and greet clients in a hospitable manner.
* Issue Statement of Accounts
* Prepares Abstract of Collection for the day
* Sorting of Official receipts and classifies each to their respective account.
* Attached official receipts to individual ledger.
* Closing of Application for Transcript of records.
* Encode approved Tuition, Miscellaneous & other fees in the system.

per course & year level for college per grade & year level for Elementary & High School.

* Assessment of tuition & other fees.
* Monitor officially enrolled students per department & principal list.
* Re-assessment of RLE fees, adding, changing and dropping of subjects.
* Prepare & issue certification of Tuition & other fees.
* Issue, encoding & filing of Application for Financial Privileges
* Prepare and issue examination permits.
* Prepare reports for the scholarship grants. (Per course & per discounts)
* Encode list of graduating students and monitor charges for proper recording.
* Segregate individual ledger of graduating for archive file.
  + Identify and solve computer problems.
  + Monitor systems connection at all times.
  + Identify and solve network loss problem.
  + Implement File and printer sharing, Desktop remote control
  + Knowledgeable in Windows Vista and Windows 7,
  + Assembly and disassembly, security and computer maintenance.
  + Networking and cabling
  + DNS, IP and Router configuration
* **HR Staff cum Encoder** (Toyota Autoparts, Balibago, Laguna)
  + Monitoring all departmental time entry records.
  + Assist employees, supervisors and time approvers with MyTime questions and concerns.
  + Review each timecard to ensure compliance with reporting policy and for accuracy of the calculations.
  + Act as a liaison between the departmental staff and the Payroll office.
  + Accept timecards for processing by the Payroll deadline.
  + Monitor leave balances.
* **Closed Circuit Television Staff** (Somico Steel Mill Corporation, Indang, Cavite)
* Monitoring company area, production, operation and other irrelevant activity within the area.
* Giving immediate first aid to wounded team member during night shifts.
* Accompany severely wounded team member to hospital to ensure their safety.
* Accommodate unexpected visitors during night shifts for only a short period of time.
* Give advices / supervises security officers.
* Create written report from time to time. / Report directly to Superior.

**SEMINARS AND TRAINING ATTENDED**:

* + **Creating Culture of Achievement**

St. Ferdinand College Inc.

October 27, 2014

* + **Finding Purpose to life & Work**

St. Ferdinand College Inc.

October 28, 2014

* + **Mobile Hardware & Software Servicing**

0+ USA

January 10, 2014

* + **Career Guidance Seminar**

St. Ferdinand College Inc.

March 1, 2013

* + **Visual Basic.Net**

St. Ferdinand College Inc.

August 11, 2011

* + **Computer Hardware Servicing**

Isabela State University

April 8-15, 2010

**ACHIEVEMENTS**

* **Best Programmer of the year** St. Ferdinand College Inc. 2013
* **Computer System Servicing (NC2)** TESDA Ilagan City, Isabela 2015
* **Succeeding Software Development Through**

**ISO 9000-3 Based Guidelines**  Isabela State University 2015

**EDUCATIONAL ATTAINMENT**

**TERTIARY** : **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

**ST. FERDINAND COLLEGE INC.**

Ilagan City, Isabela

SY 2009-2013

**HIGH SCHOOL**: **ILAGAN SPORTS HIGH SCHOOL**

Ilagan City, Isabela

SY 2005-2009

**ELEMENTARY**: **ILAGAN WEST CENTRAL SCHOOL**

Ilagan City, Isabela

SY 1999-2005

**PERSONAL INFORMATION**

**Date of Birth** February 3, 1993

**Place of Birth** Ilagan City, Philippines

**Civil Status** Single

**Religion** Roman Catholic

**Nationality** Filipino

*I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge and belief.*