Uolantine

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**CAREER OBJECTIVE**

To pursue a challenging career and be part of a progressive organization that gives scope to enhance my knowledge, skills and to reach the pinnacle in the computing and research field with sheer determination, dedication and hard work.

**EDUCATIONAL BACKGROUND**

STI College (Olongapo City, Zambales, Philippines)

**Associated in Computer Technology (2007 – 2009)**

**Bachelor of Science in Computer Science (2009 – 2011)**

**COMPUTER SKILLS**

* Expert in application Software: Microsoft Office (Word, Excel, PowerPoint and Access)
* Knowledgeable in Microsoft NAV 2013.
* Highly proficient in Internet Access.
* Proficient in Computer Software and Hardware Troubleshooting.
* Knowledgeable in Cisco Routers and Switches.
* Worked in Operating Systems: Windows XP, Vista, 7, 8, 10.

**ACHIEVEMENTS and AWARDS**

* **Best Project Award** – Product Monitoring for Golden Trade Enterprises (ACT)
* **Associate in Computer Technology Honorable Mentioned** (*GWA – 1.80)*
* **Bachelor of Science in Computer Science Honorable Mentioned**

*(GWA – 1.86)*

**WORK EXPERIENCE**

* **October 8, 2014 – October 7, 2016** (Shobra Shoes Palace – Sharjah, U.A.E.)

**Data Entry, Inventory Control, Assistant IT**

**(BEST EMPLOYEE - MAY 2016)**

**DATA ENTRY ROLE**

* Inputting all important details of each item in the system (Microsoft NAV).

**INVENTORY CONTROL JOB ROLE:**

* Monitoring and maintaining current inventory levels, ensuring quantities that appear in the system are accurate for planning of purchase, promotions and marketing activities.
* Ensuring adequate inventory of product in accord with inventory cycle.
* Coordinates and manages daily physical cycle counts and reconciles if actual counts reports.
* Preparation of monthly consignment sales report to be submitted to supplier.
* Preparation of inventory sheets in all location every end of month.

**I.T. ASSISTANT JOB DUTIES:**

* Responsible for the installation, operation, and maintenance of computer systems and other technologies, such as communication systems.
* Configuring hardware and software, setting up peripherals such as printers or routers, repairing equipment, and providing daily support for computer network users.

**CERTIFICATIONS**

* PC Operations NC II (356 hours) – prescribed by TESDA
* Programming NC IV (943 hours) – prescribed by TESDA
* CCNA Exploration: Network Fundamentals – prescribed by CISCO
* CCNA Exploration: Routing Protocols and Concepts – prescribed by CISCO
* CCNA Exploration: LAN Switching and Wireless – prescribed by CISCO
* CCNA Exploration: Accessing the WAN – prescribed by CISCO

**SEMINARS**

**Philippine Youth Congress in Information Technology 2010**

U.P. Diliman, Quezon City, Philippines (September 17, 2010)

**PERSONAL DATA**

Gender: Male

Civil status: Single

Height: 5’10”

Weight: 76 kg.

Citizenship: Filipino

Languages: English, Tagalog

Visa: Employment visa

**Personal Strength:**

* Leadership skills
* Self-confidence,
* Optimism
* Hard working
* Analytical Thinker
* Logical Thinker
* Fast Learner
* Team Player