CURRICULUM VITAE

**SHOJI**

**Email:** [**shoji.330775@2freemail.com**](mailto:shoji.330775@2freemail.com)

**PROFESSION** : Information Technology

**NATIONALITY**  : Filipino

**LANGUAGES**  : Tagalog, English

**EDUCATION**  : Bachelor of Science in Information Technology

Brokenshire College - Davao City, Philippines

School Year: 2004 – 2008

**CAREER OBJECTIVE**

I seek the challenging position which suits to my qualifications and experiences where I can best use my interpersonal skills to service the costumers. Good moral character, friendly and can interface with all level of organization.

**SPECIAL SKILLS**

* Knowledgeable in Windows application software (Excel / Word / PowerPoint/Access)
* Knowledgeable in Adobe Photoshop editing and graphic designing.
* Software and hardware troubleshooting(Installation/reformat/Assemble)
* Computer Networking and maintenance
* CCTV/IP Camera installation

**WORK HISTORY**

**2014 JAN – 2016 AUG MUNICIPALITY OF A.O. FLOIRENDO**

**PANABO CITY, PHILIPPINES**

**IT SUPPORT / ENCODER**

**2012 AUG – 2013 DEC OCTAGON COMPUTER STORE**

**TAGUM CITY, PHILIPPINES**

**SALES ASSOCIATE**

**2009 JUN – 2012 JUN CC – JRC LINER INC.**

**PANABO CITY, PHILIPPINES**

**IT SUPPORT**

**DETAILED SUMMARY**

**2014 JAN – 2016 AUG MUNICIPALITY OF A.O. FLOIRENDO**

**PANABO CITY, PHILIPPINES**

**IT SUPPORT / ENCODER**

Duties and Responsibilities:

* Thorough knowledge of operating systems, networking, hardware, software and troubleshooting issues.
* Explain problems and solutions clearly to the non-technical users.
* Responsible for setting up work station, internet connection and networking to landline set-up
* Fixing equipment, including printers and scanners, testing and servicing equipment.
* Prepare, compile and sort documents for data entry.
* Check source documents for accuracy
* Verify data and correct data where necessary.
* Enter data from source documents into prescribed computer database, files and forms.
* Transcribe information into required electronic format.
* Scan documents into document management systems or databases.

**2012 AUG – 2013 DEC OCTAGON COMPUTER STORE**

**TAGUM CITY, PHILIPPINES**

**SALES ASSOCIATE**

Duties and Responsibilities:

* Explain product features and warranty agreements
* Provide information on daily deals and promotions.
* Respond to customers’ requests and concerns in a resourceful manner.
* Assist customers by taking down products that may not be easy to reach.
* Demonstrate the working of a product when required.
* Provide customers with product information that they need.
* Ensure that all purchased items are delivered to the customers in a prompt manner
* Proactively ask customer how they can be assisted.

**2009 JUN – 2012 JUN CC – JRC LINER INC.**

**PANABO CITY, PHILIPPINES**

**IT SUPPORT**

Duties and Responsibilities:

* Loads software programs/packages and utility applications, installs operating systems.
* Install work station for new staff and explain the user friendly function.
* Demonstrate complete uses of the software being installed to staff pc.
* Follows maintenance schedule regularly to keep the work station free from virus threat.
* Setting up printers, scanners connection for all staff in the office
* Review and evaluate new software before installing in the system.

**PERSONAL INFORMATION**

**BIRTHDATE** : 02 June 1987

**BIRTH PLACE** : Panabo city, Philippines

**CIVIL STATUS** : Single

**VISA STATUS** : Visit Visa

Academic Credentials will be provided upon your request.