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| **KEVIN** **KEVIN.331113@2freemail.com** |  |
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**CAREER OBJECTIVE**

To be able to work for company with all of my passion where I can contribute my knowledge and skills while meeting the company’s goals.

**PROFILE**

Total two and a half years of experience in Kingdom of Saudi Arabia in the field of Secretarial, Transport and Information Technology in Technical Support and in the area of Network & System Administration on Windows based Networks & modern Internet Technology.

I have self initiative to do things, hardworking, fast learner, flexible to work in night shifts, self-motivated, applying methods and technical updates in my day-to-day work with a high degree of attention and commitment to work.

**WORK EXPERIENCE**

Jizan, Abu Areesh Road - Kingdom of Saudi Arabia.

Position: Secretary to Sales and Production Manager

Date: August. 2015 - Sept 2016

**Duties and Responsibilities**

* Greet visitors and determine the purpose of visit
* Answer phone calls, take messages and direct it to the appropriate key personnel
* Create and review systems and procedures for record keeping and control of forms
* Update and submit cumulative production reports (daily & end of the month) to sales and production manager and to the department head office.
* File and update contact information of employees, customers, suppliers and external partners.
* Coordinates with colleagues by supporting them with planning and distributing information.
* Draft and prepare letters, emails and any necessary documents using Microsoft Office
* Assist the Management such as, meeting agenda and minutes, etc.
* Create Outgoing Quotations for customers/clients.
* Organize and maintain all manual documents.
* Perform and prioritize day to day task such as ordering and maintaining office supplies, follow ups, research of relevant information, etc.
* Prepares daily and monthly comparative/competitive graph chart.
* Handle additional tasks assigned by Superiors and the Managements.

**HAIF COMPANY**

**Haif Bin Mohammed Bin abboud Al Qahtani & Associates for Trading and Contacting Co.**

Jizan, Abu Areesh Road - Kingdom of Saudi Arabia

Position: Equipment in Charge in Transport Department

Date: Assigned December 2014 - Sept 2016

**Duties and Responsibilities**

* Releasing (Job Card) Service Request for preventive maintenance of equipments.
* Develops and maintains files on all equipments for historical data.
* Doing a Daily Breakdown & Running Repair Status of Equipments.
* Doing a Weekly Report/Equipment Operations Follow Up in the Project.

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**HAIF COMPANY**

**Haif Bin Mohammed Bin abboud Al Qahtani & Associates for Trading and Contacting Co.**

Jizan, Abu Areesh Road - Kingdom of Saudi Arabia

Position: I.T Help Desk Support

Date: Assigned April 2014 - Sept 2016

**Duties and Responsibilities**

* Provide helpdesk support and resolve problems to the end user’s satisfaction.
* Monitor and respond quickly and effectively to requests received through the I.T helpdesk.
* Modify configurations, utilities, software default settings, etc. for the local workstation.
* Ensure each workstation has a computer, monitor, keyboard, mouse, hard drive, and any additional specialized equipment.
* Install, test and configure new workstation, peripheral equipment and software.
* Perform timely workstation hardware and software upgrades as required.
* Managing daily backup of database.

**ALKEZCEN Cyber Café**

58. Gen. Malvar St. Lucena City - Philippines

Position: Self Employed / Small Business Owner

Date: May 04, 2012 – February, 2014

**Duties and Responsibilities**

* Manages and ensure efficient and profitable operations.
* Assist customers when they have trouble or questions using computer software’s that are being used in the cyber café.
* Provide services such as encoding, printing, downloading and all other operations provided by the café.
* Primary knowledge of computer maintenance and software installation.
* Provide excellent customer care
* Maintain cleanliness and orderliness of the place
* Keep accurate records of logs and inventories of the shop
* Time Customers of the number of minutes or hours they will be use the computer or internet.

**EDUCATIONAL BACKGROUND**

* TERTIARY:

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

School: AMA Computer College Lucena

Location: M.L Tagarao Street Iyam Lucena City, Philippines

Date: October 2008 - April 25, 2012

**ACHIEVEMENT**

* **Microsoft Certified Professional**

Microsoft Certification ID: 8578667

Certification Number: D495-7882

Certification/Version: MCP 2.0 -- Certified Professional

September 22, 2011

**SKILLS**

* Proficient in (MS Office), speed on typing
* Flexible in any situations
* Fast Learner and goal oriented
* Ability to work under pressure
* Ability to communicate in Arabic Verbally

**PERSONAL DATA**

* Nickname : Kevs
* Age: 30
* Date of Birth: 19th September, 1986
* Place of Birth: Lucena City, Philippines
* Civil Status: Married
* Citizenship: Filipino
* Religion: Roman Catholic
* Language: English, Filipino, Arabic
* Visa Status: UAE Visitor - Tourist

I hereby certify that the above statement and facts are true and correct from the best of my knowledge and abilities.