**Christopher**

[**Christopher.332375@2freemail.com**](mailto:Christopher.332375@2freemail.com)

**OBJECTIVE**

Seeking an Entry Level Software Developer/Web Developer/IT Staff position in a reputed company where I can use my educational background to develop my skills.

**WORK EXPERIENCE**

**Company:** **Philippine Long Distance Telephony – Bicutan Exchange**

**Doña Soledad Ave., Paranaque, Manila**

**Job Title**: **Service Order Creator**

**September 2007 – 2009**

**Job Description:**

* Receives application forms from agents through E-mail (Microsoft Outlook), CIS Web, CSAG Portal.
* Checks the subscriber’s name if he/she is a new applicant or an existing one.
* If the subscriber is a new applicant, creates a new account for the subscriber.
* If the subscriber is an existing one, checks if there’s an outstanding balance/unpaid bills in the account.
* Check and verifies subscriber’s supporting documents (Paid & up-to-date electricity bill, water bill, payslip, etc).
* Proceed to Service Order number creation if all necessary requirements are met.
* Forwards the Service Order number generated by the system to the next handling group (ex. PMA – for cable assignment) then updates the CIS Web/CSAG Portal for agent/subscriber’s reference.

**EDUCATIONAL BACKGROUND**

* **Tertiary**

**Polytechnic University of the Philippines Biñan Campus (2010 – 2013)**

Diploma in Information Communication Management Technology

Brgy. Zapote, Biñan City, Laguna

**SKILLS**

* Knowledgeable in Programming (C, C++, C#, Java, Visual Basic and VB.net)
* Knowledgeable in Web Development (Dreamweaver, HTML, ASP.Net)
* Knowledgeable in Database Management (MySQL, Microsoft Access)
* Knowledgeable in Computer Troubleshooting
* Knowledgeable in Computer Networking
* Good Communication Skills (Written and Oral)

**PERSONAL DESCRIPTION**

**Age:** 29 years old

**Gender:** Male

**Date of Birth:** September 12, 1987

**Status:**  Single

**Nationality:**  Filipino

**Language:**  English and Filipino

**Religion:**  Roman Catholic

**Visa Status:** Tourist Visa

**I hereby certify that the above mentioned information are true and correct to the best of my knowledge.**