**Dear HR Manager,**   

*I sincerely hope that you have a current requirement either for a permanent or a temporary position suitable to my qualifications because I would very much like to be considered for the job.   
  
I have a work experience in several fields such as Data Entry Operator and Document Controller. I am a Computer Engineer holding a Tourist Visa, seeking a challenging position with wider opportunities for career growth and personal advancement.  
  
I have summarized my greatest assets on the resume attached. I hope you will find time to review it and see if I can be of value to your organization as I have been in my previous employment.  
  
I would appreciate if you can give me a few minutes of your time so I can elaborate and discuss to you my qualifications. It is through initial conversation that you can get to know me and learn more about my background. Of course, I will then have the opportunity to learn more about the nature of the position available and the firm involved.  
  
  
Thank you in advance…*

**FERDINAND**

[**FERDINAND.332401@2freemail.com**](mailto:FERDINAND.332401@2freemail.com)

**Objective:**

To obtain a position that is commensurate to my qualifications and to help achieve the goals and objectives of my employer for the company success and my advancement.

**Work Experience:**

August 2010 to May 2013 PROFESSIONAL SERVICES GROUP LLC.

**Dubai UAE**

Document Controller / IT / Data Entry Operator

**Job Description:**

* Supporting Telecommunication Engineers for their Documents.
* Making Final Handover Documents to be submitted to the Costumers.
* Making As-built Drawing Such as Antenna Layout and Schematic Diagram.
* Records alphabetical and numerical data from the source documents requiring some interpretation of the source documents and a basic understanding of the software application.
* Retrieves checks and batches all documents on a daily basis.
* Responsible for the overall control of all company documents.
* Keeping and communicating with other departments regarding documents and files.
* Submitting documents before the given deadline in order to avoid jeopardizing other departments because of a late submission of a document or file.

**November 2009- May 2010 MACNISON (Distributor of UNILEVER)**

BALANGA City PHILIPPINES

# DATA Encoder / IT Section / Sales Operation

* Assist in the preparation of the invoices, delivery notes and purchase orders.
* Prepare daily sales report.
* Conduct Credit reviews and prepare & record schedule list.
* Responsible for the faxes and emails.
* Follows up the collection and payment of accounts.
* Makes sales invoices and receipts.

June 2005 – December 2005 WISTRON INFOCOM

Subic Bay Olongapo City Philippines

**COMPUTER TECHNICIAN (Engineering Department)**

* Computer repairs and desktops at home and offices
* Testing, installing and connecting various computers in the networks
* Troubleshoot and diagnose hardware problems
* Handling computer problems.
* To be aware about the operating systems such as Windows, Linux, Unix and various other software applications that is introduced in the market with their updated versions.

**Educational Attainment:**

College **ACLC College**

October 2016

Computer Engineering

Vocational **AMA Computer Learning Center ( Balanga Branch )**

May 10, 2005

Computer System and Network Technology

**Special Skills:**

**Computer Literate, Operating Machine, PC Hardware & Software troubleshooting, Graphic Designing.**

**Additional Training:**

**Graphic Design (Adobe Creative Suite)**

Filipino Association for Computer Excellence Dubai, U.A.E.

March 2011 to May 2011

**Knowledge of:**

Basic electronic theory; hand tools, power tools, equipment, practices and methods of installing electronic communication units; construction, assembly, PC troubleshooting, MS Office, Adobe Photoshop, Adobe Illustrator.

**Personal Information:**

* Date of Birth : September 27,1986
* Civil Status : Married
* Citizenship : Filipino
* Height : 5’8”
* Visa status : Employment Visa/ Transferable Visa and With NOC

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