 **Kent**

 **Kent.332942@2freemail.com**

**OBJECTIVE :**

 **Intend to build a career with an environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. I am willing to work as a key player in challenging &creative environment.**

**WORK EXPERIENCE:**

 **AEROCAR RENT A CAR- ABU DHABI MUROOR 31ST STREET**

secretary **(November 12, 2015 up to present)**

* Responsible for making contracts of the customer who wants to rent a car.
* Checking the availability of the car and the maintenance before giving it to customer.
* Managing all the files of the office including the customer details, contracts etc.
* Assisting the accountant to produce the monthly income and expenses of the office.
* Answering phone calls and calling the customer who has exceeded the limit of their rental time.
* Monitoring the location of the car by tracking in GPS.
* Holding the money of the office to ensure the budget and expenses.
* Depositing the money in the bank.
* Making monthly report of the receipt voucher, monthly expenses and deposited money.
* Checking the possible traffic fines of the cars being rented and salik entries.

**Bongabon Municipality- Philippines ( July 16, 2013 – August 27,2015**

Admin assistant/IT Document controller/Geotagging maps/ Disaster Risk Reduction Management Council officer

* Developing and maintaining printed and electronic filing system.
* Processes material data.
* Perform daily operational or admin duties of department.
* Manages emails and phone calls, ensure all correspondence is handled, priority items are processed in a confidential manner. Exercises considerable initiative to follow-up pending matters.
* Maintaining calendar or events and scheduling meetings.
* Coordinates and attends department/management meetings, taking and circulating meeting units.
* Maintains equipment by completing preventive maintenance, troubleshooting failures, calling for repairs, monitoring equipment operation.
* Maintains Municipality Planning Department schedule.
* Enhances Municipality reputation by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments.
* Responsible for the geotagging of the land area of our town.
* Attending seminars and meetings for the development and strive goals of the municipality.
* Actual measuring of the land area of our town.
* Disaster Risk Reduction Management council officer.

Skills;-

Office Experience at young age, General, Scheduling, Telephone Skills, Typing, Documentation Skills, Meeting Planning, Verbal Communication, Written Communication, dependability, Attention to Detail, Administrative Writing Skills.

 **Philippine Long Distance**

 **Telephone Company (PLDT) (2011-2012)**

 IT/Computer Administrator (apprentice with Certificate)

* Undertake tasks associated with computer systems & network technical support.
* Undertake tasks associated with software development, installation, maintenance and support.
* Provide advice to clients.
* Undertake investigations related to information technology planning.
* Undertake general help centre tasks.
* Performing PC tasks such as adding, deleting and upgrading software, moving and installing hardware and other equipment to address user or business issues.
* Troubleshooting of the system assigned by the manager.
* Splicing

Skills:-

Ability in computer systems technical support, installation of windows, maintenance and support especially in technologies relevant to the Department. Have good knowledge in adobe photoshop and other editing applications. Good interpersonal skills including oral and written communication skills. And the ability to interact with a diverse range of clients.

**QUALIFICATIONS:**

Proficient in Microsoft Programs & internet Applications, ability to work in a group environment, high level of maturity in dealing with decisions, good communication and grammar skills, Good interpersonal skills.

**EDUCATION:**

 **Bachelor of Science in Information Technology**

Major in programming

 Nueva Ecija University of Science and Technology

 Cabanatuan City, Philippines

 2013

**Personal Details**

 **Date of Birth: May 07, 1993**

 **Gender: male**

 **Marital Status: Single**

 **Religion: Iglesia Ni Cristo**

 **Nationality: Filipino**

 **Driving License: International Driving License holder.**

 **Documentation: all attested & available.**

 **Visa status: working visa**

 **Medical/ Visa & insurance: under the name of my company**

 **I hereby certify that the information and data mentioned was true and**

 **Correct to the most of my knowledge and belief.**

**References:**

 **References available upon request**