

Contact HR Consultant for CV No: 333135

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Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**PERSONAL Summary**

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|  | A bright, talented and ambitious with a strong technical background who possesses self-discipline and the ability to work with the minimum of supervision. Having exposure to a wide range of technologies & able to play a key role in diagnosing hardware and software problems and to ensure that quality solutions meet business objectives. Possessing a good team spirit, deadline orientated and having the ability to organize and present complex solutions clearly and accurately. Looking for a position with a successful and dynamic company that offers room for progression. |

**KEY Skills AND COMPETENCIES**

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|  | Knowledge in   * Troubleshooting, hardware faults and replacing parts. * Experience in CCTV and network cabling, installing and termination. * Physically fit, able to work in confined spaces, crawl and lift objects. * Able to prioritize in a complex, fast-paced environment. * Willing to work flexible schedules / shifts. * Can drive vehicles AT/MT like (Cars, SUVs, etc.) |
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**WORK Experience**

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| April 2014 – August 2016  Dec. 2009 – Feb. 2014  Jan. 2008 – June 2009  April – Dec 2007 | **Document Controller,** *Total Information Management,* TIM  Responsible for the maintains and manages all important documents either for a particular project or whole organization and assures that it is easily accessible and stored.  Duties:   * Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence. * Input document data into the standard registers ensuring that the information is accurate and up to date. * Generate the various document control reports as required. * Maintain the files and control logs as required by the project. * **keep clear and accurate records and reports.** * develop and implement processes related to document control and management. * Checking quality of documents. * Monitoring processes.   **Field Support Technician / Cashier and Gaming Assistant**, *Silver Leisure and Gaming station,* SLG  Responsible for the installation and maintenance of IT and surveillance equipment (but not restricted to) printers, scanners and workstations. Supporting customers using remote access technologies and also by visiting client sites.  **Duty as technician:**   * Diagnosis of desktop, application, networking and infrastructure issues. * Experience of supporting a wide and varied client base. * Troubleshooting PC’s. * Providing 1st/2nd line support to users. * Installation, termination and support of network equipment. * Installation, termination and support of surveillance equipment. * Working closely with software suppliers to resolve operational issues. * Responsible for maintaining backups and for project work such as new builds. * Responsible for supporting: Windows XP and Windows 7 / Microsoft Office, Anti-Virus products, Ethernet, wired/wireless routers and Firewall Configurations.   **Duty as Cashier:**   * Greet the player upon his/her arrival and departure. * Prepare the Point of Sale (POS) and the Station Manager in the Cashier’s terminal and correctly process the corresponding transactions (load, reload, redemption) of the players. * Ensure the authenticity of all the bills that are being handed by the GA through the regular use of money detector. * Regularly monitor and check the cash box to ensure that the cash kept in the site tallies with amount indicated in the Daily Sales Report (DSR); update DSR when necessary. * Accomplish the reports that are assigned to him/her and conduct proper turnover of cash and endorsement of reports during his/her shift to the succeeding shift’s Cashier. * Prepare the cash for deposit of daily gross hold in the bank (Morning Cashier) and/or for collection by Philweb motorized messengers (200,000.00php and up). * Call Customer Service in case of the following circumstances: * Request for a collection of gross hold, pick up for deposit, emergency replenishment, and other cash-related events/problems. * Request for technical assistance in case of problems.   **Duty as Gaming Assistant:**   * Greet players upon his/her arrival and departure, and provide new players with the necessary introduction to the games and the gaming experience offered. * Prepare the gaming terminal of the player and check the functionality of all equipment found inside the premises. * Offer food and drinks (if available) to players. * Assist players in reloading their accounts and ensure that the amount tendered is correct before handing it to the cashier. * Accommodate and answer all the inquiries of the players, ensuring that all players are well-served and well-taken care of. * Document all relevant events during his/her shift (i.e. incidences, etc.). * Responsible for the housekeeping of the site either by reminding the utility staff of proper housekeeping or by assuming the role if no utility staff is available. * Monitor the level of all stocks and supplies present in the site and replenish, when necessary. * Perform other specific duties required by his/her assigned site.   **Technical Support**, Philweb Inc.  Responsible for the installation and maintenance of IT equipment including (but not restricted to) workstations. Supporting customers using remote access technologies and also by visiting client sites.  Duties:   * Diagnosis of desktop, application, networking and infrastructure issues. * Experience of supporting a wide and varied client base. * Troubleshooting PC’s. * Providing 1st/2nd line support to users. * Support of network equipment. * Responsible for maintaining backups and for project work such as new builds. * Responsible for supporting: Windows XP and Windows 7/Office 2003 – 2013, Anti-Virus products, Ethernet, wired/wireless routers and Firewall Configurations.   **Computer Technician**, *Blue Wave Computer Sales*  Responsible for installation of hardware and software.  Duties:   * Assemble desktop * Troubleshooting PC’s * Provide in house service for clients * Diagnosis of Desktop and application * Network cabling. |
| June 2006 – March 2007  May 2003 – May 2006 | **Computer Teacher, *Young Christian School of Baliuag***  Responsible in handling students to learn basic computer and to teach students to be responsible users.  **Duties:**   * Responsible for teaching the students to learn basic computers. * Teaching the students of some basic troubleshooting PC’s. * Giving students written and actual examinations.   **Warehouse Checker**, Crown Asia Chemical Corporation  Responsible for check and inspect all the materials before delivering.  Duties:   * Prepare inventory of all materials and products lying in warehouse. * Prepare inventory of all materials lying in warehouse. * Prepare and verify supplies before distribution. * Process and handle papers and documents relating to warehouse supplies. * Maintain and manage warehouse operations. |

**Education**

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| 1997 – 2001  1993 – 1997 | | **Bachelor of Science in Computer Science**, La Consolacion University of Philippines  Information Technology  Malolos City, Bulacan, Philippines  **Secondary**, St. Mary’s College of Baliuag  Baliuag, Bulacan, Philippines |
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