**CZENON**

**CZENON.337360@2freemail.com**

**OBJECTIVES**

 To be successful in my chosen career by contributing my effectiveness in my chosen field and serving the company with dignity and dependability by sharing my expertise, new ideas and concepts if needed.

**Key areas of experience and competencies**

* Graduate of Bachelor of Computer Science
* Attended various seminars in the Field of IT
* Have a good skill in literary writing, speaking, portrait and graphic arts and photography
* Have a high sense of responsibility and time-management skills
* Have a high sense of self-motivation and positive attitude
* Hardworking, Creative, Assertive, Flexible and with Self-determination
* Can work under pressure and with minimum supervision
* Can adapt easily to dynamic schedules of duty

**EDUCATION**

**La Consolacion University Philippines**

(Formerly University of Regina Carmeli)

Malolos City, Bulacan

**TECHNICAL SKILLS**

* **Languages:** JAVA, C, C++, VB, HTML, PHP, JavaScript, Power Builder
* **Databases:** Oracle, MySQL
* **Operating Systems:** Windows, Linux
* **Applications:** MS Word, MS Excel, MS PowerPoint, MS Access, Joomla, Microsoft Visual Studio

**SEMINARS AND TRAINING ATTENDED**

**1st Conference of Information Technology Students of the Philippines.**

**“Information and Communication Management in Digital Age”**

November 29, 2009

AFP Theatre, Camp Aguinaldo (Quezon City, Philippines)

**SAP Business One Basic 1 Course through IT Elective Class**

SY 2009-2010, 1ST Semester.

La Consolacion University Philippines (Malolos, Bulacan, Philippines)

**WORK EXPERIENCE**

**MDJ RENTAL SPACE-** August 2014 - December 2016

Cagayan Valley Rd. Sta Cruz Guiguinto Bulacan

**ADMIN OFFICER**

* Computation and Billing of Tenant’s Rental, electric and water consumption
* Follow-up collections and do weekly accounts receivable aging
* Attend any billing concern of client through telephone calls and emails
* Assist in the preparation of regularly scheduled reports
* Handling and fixing any tenant’s request/problem in the facilities
* Regular checkup and meeting with the tenant’s
* Manage and set-up computers, telephone and internet of the office

**Philippine Long Distance Telephone Company (PLDT)**

Guiguinto, Bulacan, Philippines

Summer Internship Program

**OFFICE CLERK**

April 2009 – May 2009

**CREDENTIALS**

**JAVA Programming 1**

UP System Information Technology Foundation

March 17, 2013

**Oracle SQL**

UP System Information Technology Foundation

March 17, 2013

**Microsoft Office Specialist: Microsoft Office word 2003**

La Consolacion University Philippines

**PERSONAL INFORMATION**

**Age:** 25 years old

**Date of Birth:** March 20, 1991

**Civil Status:**  Single

**Citizenship:** Filipino

**Height:** 5’6”

**Gender:**  Male

**Language Spoken:**  Tagalog and English

**Character Reference**: Available Upon Request