

Contact HR Consultant for CV No: 339647

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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**CAREER OBJECTIVES**

 To express & enhance my knowledge and skills while serving and playing an important role for company’s growth and development.



**ASSETS AND CAPABILITIES**

 Knowledge in Computer Software (MS Office, Peachtree Accounting Software, Adobe Photoshop, Visual Basic, Wilcom Embroidery software

 Laptop, Desktop IT Technician

 Fast learner and always welcome to learn



**WORK EXPERIENCES**

# Al Dishdasha Tex & Readymade Gar. TR (Sharjah UAE)

**March 10, 2015 – Present – Sales / Accounts / Data Entry / Embroidery Designer**

**Role & Responsibilities:**

 Encode customer’s information regarding their kanduras order and billing statement

 Checking daily and monthly sales report

 Encode vendor’s information purchasing fabrics, billing statement.

Checking other shop’s ajman and um al Quinn billing statement  Making a computerized embroidery design for the kandura

 Operating embroidery machine single head swf model and six head machine oubari L-series

# KC Express Door To Door Delivery Services Inc. (Philippines)

**December 2008 – August 2014 - Office Staff / Data Entry / IT Technician**

**Role & Responsibilities:**

 Receiving phone calls VoIP from japan for customer’s follow up on their Balik Bayan boxes, ordering and scheduling their box for pick up locations.

 Encode customer’s information regarding their order boxes

 Checking every customer’s packing list form is complete before putting on the container

 Preparing and print invoice for customer’s Balik Bayan box delivery

 Checking boxes loaded on truck before they distribute for delivery

 Checking and updating the server to ensure having an accurate database system every time customers will call for follow up.

 Troubleshoot Lan, desktop computers and printer checking every desktop have internet connection

 Security option in the network files permission

**Nationality:**

Filipino

**Visa Status:**

Residence-Company Sponsored

**Languages:**

English,Filipino

**Seminars and Training Attended:**

**PC Assembly, Troubleshooting and Networking**

**STI College Baliuag Bulacan October 19, 2007**

**Windows Server 2012 Installing, Configuring and Administering Training/Workshop**

**TipidPC Training Makati City**

**Technical Skills:**

* Hardware/Software Setup and Installation
* Hardware/Software Troubleshooting and Maintenance.
* Install Operating System, Reformatting, Installing Drivers

**References:**

Available upon request

# Victoria Online (Philippines)

**2004– 2008 - Staff / Technical Personnel / Computer Operator Role & Responsibilities:**

 Troubleshoot LAN, Desktop Computers, Laptop and Printer (Local or Network)

 Software and Hardware upgrade to all desktop and laptop

 PC Desktop Assembly and Disassembly; Troubleshoot PC and other computer equipment such as printers, scanner and others

 On-field Network Setup and Troubleshooting

 Customer’s assistant any problem on their computer station

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