

Contact HR Consultant for CV No: 341174

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

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

**PROFESSIONAL SUMMARY**

To utilize my skills and knowledge in contribution for improvement and enhancement of the company’s goals and production.

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|  |  | **SKILLS** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  Proficient in Computer Troubleshooting | | |  | Excellent Communication Skills | |  |
|  | (Hardware and Software) |  |  |  | Team player | |  |
|  |  Basic Networking (Trace, Terminate, and | | |  | Encoder | |  |
|  | Security) |  |  |  Flexible and eager to learn new things | | |  |
|  |  Proficiency in all areas of Microsoft Office | | |  Filling and Keeping Documentation | | |  |
|  | (Excel, Word, Power Point) |  |  |  Knowledgeable in DVR and CCTV Set up. | | |  |
|  |  Windows XP, Vista, 7,8,10 |  |  |  Knowledgeable in Biometrics Set up | | |  |
|  |  Mac OS |  |  |  |  |  |  |
|  |  | **WORK HISTORY** | |  |  |  |  |
| **Computer Technical Support** | |  |  |  |  |
| Systems Plus College Foundation | | | | |  |
| **M.I.S Department** | | Angeles Balibago, Pampanga | | | | |  |
|  |  | June 22, 2013 to October 2016 | | | | |  |



* Help in providing the support for employees and resolving the computer, network and different systems and application issues.
* Diagnosed and troubleshoot Mac OS and Windows processing problems and applied solutions to increase company efficiency.
* PC assembly and troubleshooting (Hardware and Software).
* Set up Network infrastructure and Troubleshoot Network Connection problems.
* Set up, maintain, and troubleshoot DVR and CCTV for different offices.
* Set up, maintain, and troubleshoot Biometrics for employees.
* Set up and Troubleshoot in-house telephone lining and Voice over internet protocol (VOIP).
* Installed software, modified and repaired hardware and resolved technical issues.
* Ensured network, system and data availability and integrity through preventative maintenance and upgrades.
* Consistently met deadlines and requirements for all production work orders.
* Trained junior members of IT team regarding network security and troubleshooting of data circuits.
* Knowledge about VMWAre
* Perform IT checklist tasks to ensure minimum interruptions and failures and maximum business continuity,
* Perform any other task assigned by the manager.

**M.I.S Dept. (on-the-job Trainee)** Systems Plus College Foundation

Angeles Balibago, Pampanga

April 2012 – October 2012

* Diagnosed and troubleshoot Mac OS and Windows processing problems and applied solutions to increase company efficiency.
* Installed software, modified and repaired hardware and resolved technical issues.

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|  |  |  |  | |  |  | **EDUCATION** | |  |  |  |  |  |
| **Tertiary** | | | | |  |  |  |  |  |  |  |
|  | Bachelor of Science in Information Technology | | | | | | |  |
|  |  |  |  | |  | Systems Plus College Foundation | | | | | | |  |
|  |  |  |  | |  | Graduate April 10, 2014 | | | | | | |  |
| **Secondary** | | | | |  | Loyola College of Culion | | | | | | |  |
|  |  |  |  | |  | Culion, Palawan | | | | | | |  |
|  |  |  |  | |  | (1999 – 2000) | | | | | | |  |
| **Primary** | | | | |  | Loyola College of Culion | | | | | | |  |
|  |  |  |  | |  | Culion, Palawan | | | | | | |  |
|  |  |  |  | |  | (1995 – 1996) | | | | | | |  |
|  |  |  |  | |  | **TRAINING AND SEMINARS** | | | | |  |  |  |
| **Office Excel 2010** | | | | |  |  |  |
|  |  |  | Microsoft Office Specialist | | | | |  |
|  |  |  |  | |  |  |  | March 22, 2016 | | | | |  |
|  |  |  |  | |  |  |  | verify.certiport.com RPbW-FVrP | | | | |  |
| **Google Map Maker** | | | | |  |  |  | Angeles City MapUp | | | | |  |
|  |  |  |  | |  |  |  | March 11, 2016 | | | | |  |
| **MAC Power Center** | | | | |  |  |  | Mac OS X Lion, iLife ’11, iWork & | | | | |  |
|  |  |  |  | |  |  |  | Mac OS X Troubleshooting Training | | | | |  |
|  |  |  |  | |  |  |  | June 22 & 23 2012 | | | | |  |
|  |  |  |  | |  |  |  | Mc Arthur Highway Balibago Angeles City | | | | |  |
| **Voice Over IP** | | | | |  |  |  | Systems Plus College Foundation | | | | |  |
|  |  |  |  | |  |  |  | Balibago, Angeles City | | | | |  |
|  |  |  |  | |  |  |  | March 23, 2012 | | | | |  |
| **Network Administrator** | | | | |  |  |  | Systems Plus College Foundation | | | | |  |
|  |  |  |  | |  |  |  | Balibago, Angeles City | | | | |  |
|  |  |  |  | |  |  |  | November 10, 2012 | | | | |  |
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