**ROGELIO**

C/o-Contact No. +971505891826

Email: rogelio.341280@2freemail.com

**PERSONAL INFO:**

Date Issued : Jan. 10, 2017–Jan. 09, 2022

Birth Date : May 02, 1983 Nationality : Filipino

Gender : Male Civil Status : Single

**JOB EXPERIENCES:**

**Contractors Supply Est.** Abu Dhabi, UAE

**FOLLOW-UP CLERK**

M-17 Plot-12, P.O. Box: 3379

Mussafah, Industrial Area, Abu Dhabi, United Arab Emirates (UAE)

**January, 2013 – April, 2015**

***Job Role:***

Dealing with [Construction Equipment and Machinery](http://www.yellowpages-uae.com/uae/abu-dhabi/construction-equipment-and-machinery-suppliers) in technical department, handling costumer in technical services as well as taking and placing order request on consumables.

* Attend calls, emails, and fax.
* Handles local purchase order (LPO’s)
* Update time attendance record.
* Warehouse and storekeeper.
* Send and arrange job orders for repair.
* Checking all upcoming & arrived materials or items in company’s showroom and stock availability.
* Gathering and coordinating all reports to the manager along with customer’s concerned regarding their purchased machines.
* Arrange and accepting warranty claims.
* Assisting customer’s machines with their complaints (if purchased materials, consumables and machines having factory defected)
* Help desk support.
* Handles machines for welding.

**BOBOY’s Computer Shop**

**maintenance *(part-time)***

#0279 Brgy. Dolores, Capas, Tarlac City

Tel.# +63(045)-491-13-77

**July 06, 2010 – December 20, 2011**

***Job Role:***

Computer maintenance technicians oversee daily computer performance, provide [technical support](http://study.com/articles/Job_Description_of_a_Technical_Support_Technician.html) and install new software for computer users. Daily duties may include fielding inquiries, running diagnostic tests to resolve issues and installing updates to existing software. Additionally, technicians may be responsible for setting up new equipment, performing minor repair work and keeping records of service. Technicians may also create manuals and train others on hardware and software.

* Providing help desk support as an outsourced service.
* Install new computers and upgrades or repair computers that are already in use.
* Generally interact directly with users.
* Respond to help troubleshoot user problems.
* Assess the problem, determine what's wrong and then recommend or perform minor repairs.
* Replacing hardware components, reconfiguring operating systems or upgrading software.

**IMAX Internet Café**

**Owner / Operator *(FULL-TIME)***

Blk.65 Lot # 166 Brgy. Cristorey Capas, Tarlac City

**January 2009 – Dec. 2011**

***Job Role:***

Computer maintenance technicians oversee daily computer performance, provide [technical support](http://study.com/articles/Job_Description_of_a_Technical_Support_Technician.html) and install new software for computer users. Daily duties may include fielding inquiries, running diagnostic tests to resolve issues and installing updates to existing software. Additionally, technicians may be responsible for setting up new equipment, performing minor repair work and keeping records of service. Technicians may also create manuals and train others on hardware and software.

* Determine users’ technical needs and provide them with appropriate solutions.
* Install hardware, software and device drivers on standalone computers.
* Manage network configurations to ensure that all computers on a network can communicate effectively.
* Test computers peripherals, hardware and software to ensure that they are working appropriately.
* Upgrade software, patches and operating systems on a continuous basis.
* Install and configure monitors, keyboards and printers.
* Ensure that all computers are secured effectively by installing and updating antivirus software.
* Set up and organize IPs, configure computer networks including LAN and WAN

**EDUCATIONAL BACKGROUND:**

Tertiary - United School of Science and Technology (USST)

 Tibag, Tarlac City PH

 BS-HRM

 2002 –2004

Secondary - O’Donnell High School

Capas, Tarlac City PH

 March - 2002

Primary - Telebanca Elementary School, (ORES II)

Capas, Tarlac City PH

 March - 1998

**TRAININGS& SEMINARS ATTENDED:**

**Finishing Courses For Call Center Agent**

Skills Development Authority (TESDA)

**July 2, 2007 / 100HRS. Completion**

**Arabian Cuisine & Current Issues**

Hotel & Restaurant Industry

**December 17, 2003 / 10HRS Completion**

**Skin Care & Techniques**

College Of Business Administration

**January 27-28, 2003 / 10HRS Completion**

**Bartenders Gold Circle**

Junior Federation Of Hotel & Restaurant Management

**September 27, 2002 / 10HRS Completion**

**People’s Electronics Servicing**

Computer Vocational Courses

Basic Computer Operator/ Troubleshooting

**January 27, 2001 / 48HRS Completion**

**Special Skills:**

* Personal Computer Assembly
* Computer Troubleshooting/Maintenance
* Basic Networking Wiring
* (OS / Windows) Installations; Formatting
* MS-Office (word, excel, PowerPoint, Outlook )
* Driving (Manual/Automatic, with Phil.

Professional drivers license-restriction code 1-2)

* Welding; Stick(Manual)/TIG/Mig
* Paint (House walls, Finishing Furniture)